

MEMORANDUM

To: All Police Department Employees
From: Chief James Gardiner
Date: July 3, 1996
Subject: Personnel Rules and Regulations Manual

I am pleased to present our revised Rules and Regulations Manual. The revision process has taken two years to insure that all employee groups, legal counsels, and staff have had the opportunity to review and comment on any changes.

The purpose of this manual is to clearly articulate rules of expected individual conduct for all employees and members by:

- † Establishing levels of authority and responsibility for all positions in the organization;
- † Defining expected rules of conduct and disciplinary possibilities;
- † Providing reasonable and necessary organizational guidelines for developing and maintaining public trust and confidence in the Police Department;
- † Encouraging personal and professional development by all department members;
- † Obtaining open, honest, and ethical community and departmental relations; and
- † Seeking employee input and evaluation on processes and procedures that require appropriate change.

It shall be the duty and responsibility of each employee of the San Luis Obispo Police Department to become thoroughly familiar with the rules and regulations, policies and procedures, directives and orders, and other information officially distributed by the Department.

JMG:slo

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Employee: _____

I. DEFINITIONS

Bureau

Two or more Divisions under one command.

Competent Authority and Supervisor

Members of the Department who have been assigned supervisory authority over other Department personnel.

Department

The City of San Luis Obispo Police Department

Division

A segment within the Department having a Department-wide function either for a generalized or special police line, service, support, or administrative activity.

May

Indicates that the action is discretionary.

Member, Department Personnel, and Employee

All persons on the Police Department payroll, including officers with full and limited peace officer authority, and civilian employees.

Officer

Any member of the Department possessing full peace officer authority.

Order

An instruction, either written or verbal, issued by a superior officer.

Reporting Area

A small subdivision of a sector used to relate to distribution of activity.

Section

A segment of a Division having either a Department-wide function or a specialized activity.

Sector

A geographical subdivision of the City established for the purpose of defining operational boundary limitations.

Shall/Will

Indicates that the action required is mandatory.

Shift, Watch

Used to indicate a working time period.

Tense of Words

Words used in the present tense include the future.

Unit

A subdivision of a section or a special segment.

Zone

Two designated sectors of the City.

II. RESPONSIBILITY AND AUTHORITY

A. Chief of Police

1. Responsibility

- a. Responsible for the planning, development, coordination, and evaluation of departmental activities.
- b. Responsible for overseeing the department's role as a resource to the City government and to other interested organizations.
- c. Responsible for ensuring departmental understanding of and compliance with current legal requirements.
- d. Responsible for the department's efficient and equitable personnel administration.
- e. Responsible for administering the department's purchasing and financial activities.
- f. Responsible for overseeing the preparation of and administering of the departmental budget.
- g. Responsible for maintaining an awareness of and involvement in professional activities relating to law enforcement and criminal justice.
- h. Responsible for reviewing and ensuring appropriate action upon receipt of general departmental correspondence.

2. Authority

- a. He is the Chief Executive Officer of the department and the final departmental authority in all matters of policy, operations, and discipline.
- b. He exercises all lawful powers of the office and issues such lawful orders as are necessary to assure the effective performance of the department.

B. Police Captain (Operations Bureau)

1. Responsibility

- a. Reports directly to the Chief of Police.
- b. Serve as Acting Chief of Police when assigned.
- c. Responsible for representing the Chief of Police as assigned.
- d. Responsible for the effective and efficient operation of bureau and all divisions/units within the bureau.
- e. Responsible for meeting with Patrol and Investigations Lieutenants for periodic staff planning and development.
- f. Responsible for overall coordination of crime prevention programs and Operations Bureau goals and objectives.
- g. Responsible for the formulation and implementation of bureau policies.
- h. Responsible for facilitating inter-bureau or intra-bureau, division, and sector communications.
- i. Responsible for providing the Chief with current operating data and technical support.
- j. Responsible for providing the bureau with current analyses of complex procedural and legal matters affecting department operations.
- k. Responsible for supervision and coordination of training, assignment, and evaluation of personnel within assigned bureau.
- l. Responsible for a periodic review and inspection of bureau personnel and equipment.
- m. Responsible for assigning and reviewing staff activities to maintain on-going evaluation of bureau performance.
- n. Responsible for assisting in the preparation of department budget.

- o. Responsible for the review and preparation of the appropriate bureau correspondence and special reports.
- p. Responsible for administration of bureau personnel including arranging for training, setting work priorities, and establishing work schedules.
- q. Responsible for overseeing the development of bureau policy and procedures and for the implementation of department policy and procedures.
- r. Responsible for the preparation of special staff studies and assignments.
- s. Responsible for the coordination and dissemination of newsworthy events and for the coordination of media relations for bureau activities.
- t. Responsible for overall coordination and delegating of responsibilities for all Operations Bureau functions, assignments, and programs, including S.W.A.T., T.A.C.T, Reserves, and special teams and programs.
- u. Other related responsibilities and duties as assigned.

2. Authority

- a. Issue orders to all personnel in the appropriate divisions or units as may be necessary to promote the effective operation of all activities within such divisions.
- b. Assign and transfer all personnel within the bureau or division subject to approval by Chief of Police.
- c. Make disciplinary dispositions on minor infractions not requiring suspension, provided that all dispositions are reported in writing to the Chief of Police.
- d. Make disciplinary recommendations, subject to approval of the Chief of Police.

- e. Relieve from duty under emergency suspension conditions, in accordance with established procedures, any subordinate personnel in any division. Upon such action, the Chief of Police shall be immediately notified.

C. Police Captain (Administrative Services Bureau)

1. Responsibility

- a. Reports directly to the Chief of Police.
- b. Serves as Acting Chief of Police when assigned.
- c. Responsible for representing the Chief of Police as assigned.
- d. Responsible for acting as the Administrative Assistant to the Chief of Police.
- e. Responsible for the effective and efficient operation of Administrative Services Bureau and/or all divisions/units within the bureau.
- f. Responsible for acting as the department fiscal officer and coordinating department budget responsibilities.
- g. Responsible for the formulation and implementation of bureau policies.
- h. Responsible for the development of emergency/disaster operation plans.
- i. Responsible for representing the department as the legal liaison officer and investigations into legal claims against the City or the Department.
- j. Responsible for facilitating inter/intra-bureau, division, and sector communications.
- k. Responsible for coordination and preparation of bureau budget requests.
- l. Responsible for the coordination of Internal Affairs investigations.
- m. Responsible for supervision and coordination of training, assignment, and evaluation of personnel within assigned bureau.
- n. Responsible for coordination and implementation of the department Health Fitness Program.

- o. Responsible for the review and preparation of the appropriate bureau correspondence and special reports.
- p. Responsible for the dissemination and coordination of newsworthy events and serving as news media liaison.
- q. Responsible for coordination of recruitment, testing, and hiring of departmental personnel.
- r. Other related responsibilities and duties as assigned.

2. Authority

- a. Issue orders to all personnel in the appropriate divisions or units as may be necessary to promote the effective operation of all activities within such divisions.
- b. Assign and transfer all personnel within the bureau or division subject to approval by Chief of Police.
- c. Make disciplinary dispositions on minor infractions not requiring suspension, provided that all dispositions are reported in writing to the Chief of Police.
- d. Make disciplinary recommendations, subject to approval of the Chief of Police.
- e. Relieve from duty under emergency suspension conditions, in accordance with established procedures, any subordinate personnel in the division. Upon such action, the Chief of Police shall be immediately notified.

D. Patrol Lieutenant

1. Responsibility

- a. Responsible for the supervision of Watch personnel, sworn and non-sworn, including training, setting work priorities and evaluating performances. They will work primarily within the police facility.
- b. Responsible for planning sector patrol responses to identified crime patterns and trends.
- c. Responsible for the implementation of department, bureau, and division policy and procedures.
- d. Responsible for coordinating Watch activities and communications.
- e. Responsible for the evaluation of all Watch personnel and maintaining performance standards.
- f. Responsible for reviewing and preparing necessary correspondence.
- g. Responsible for maintaining a knowledge of current police operational data.
- h. Responsible for reviewing and case screening of police reports.
- i. Responsible for assuming field command of major or emergency law enforcement problems.
- j. Responsible for the preparation of periodic statistical and narrative reports.
- k. Responsible for building security.
- l. Responsible for the preparation of special staff studies and assignments.
- m. Responsible for coordinating department programs as assigned.
- n. Responsible for Victim Assistance Coordination.

- o. Responsible for identification and coordination of personnel training needs.
- p. Other related responsibilities and duties as assigned.

2. Authority

- a. Assign and deploy all personnel in the assigned unit or Watch subject to established policy.
- b. Issue orders to assigned personnel as necessary to comply with department policy and to promote effectiveness of the division and Watch.
- c. Conduct counseling sessions in disciplinary matters.
- d. Make disciplinary recommendations to immediate superiors.
- e. Relieve from duty under emergency suspension conditions, in accordance with established procedures, any subordinate personnel in the division and Watch. Upon such action, the Bureau Commander and the Chief of Police shall be immediately notified.

E. Investigations Lieutenant

1. Responsibility

- a. Responsible for administrative and coordination of division personnel including arranging for training, setting work priorities, schedules, and case load assignments.
- b. Responsible for case screening of crime reports and assignments of all reports/cases to Investigators.
- c. Responsible for coordination and supervision of all Identification and Property Unit functions and activities.
- d. Responsible for the quality and integrity of major investigations.
- e. Responsible for overseeing, review, and audit of all investigative functions.
- f. Responsible for coordinating investigator activities with the Patrol Commanders.
- g. Responsible for special investigations as assigned.
- h. Responsible for the evaluation of all Investigations personnel and performance.
- i. Responsible for the preparation of special staff studies and assignments.
- j. Responsible for identification and coordination of personnel training needs.
- k. Responsible for maintaining a knowledge of current police operational data.
- l. Responsible for the implementation of department, bureau, and division policy and procedures.
- m. Other related responsibilities and duties as assigned.

2. Authority

- a. Assign and deploy all personnel in the assigned division subject to established policy.
- b. Issue orders to assigned personnel as necessary to comply with department policy and to promote effectiveness of the division.
- c. Conduct counseling sessions in disciplinary matters.
- d. Make disciplinary recommendations to immediate superiors.
- e. Relieve from duty under emergency suspension conditions, in accordance with established procedures, any subordinate personnel in the division and Watch. Upon such action, the Bureau Commander and the Chief of Police shall be immediately notified.

F. Support Services Manager

1. Responsibility

- a. Responsible for the management of the Communications and Records Units, through the Unit supervisors assigned to those Units.
- b. Responsible for supervision of non-sworn staff assigned to the Support Services Division.
- c. Responsible for compiling and analyzing budget data as directed.
- d. Responsible for acting as the department business manager as directed by the Administrative Captain.
- e. Responsible for processing of accounts payable and receivable.
- f. Responsible for managing all computer software/hardware programs and services.
- g. Responsible for managing all plant and inventory maintenance and tracking.
- h. Prepares statistical reports and analysis as directed.
- i. Reports to Administrative Services Bureau Captain.
- j. Other related responsibilities and duties as assigned.

2. Authority

- a. Assign and deploy all personnel in the assigned division subject to established policy.
- b. Issue orders and direct personnel assigned to the division as necessary to comply with department policies.
- c. Prepare evaluations, conduct counseling, and make disciplinary recommendations as necessary or assigned.

- d. Relieve from duty, under emergency situations and in accordance with City and department policies, any personnel in the division. Upon such action, the Support Services Manager shall immediately notify the Administrative Captain.

G. Administrative Sergeant

1. Responsibility

- a. Responsible for maintaining current knowledge of and ensuring departmental compliance with all P.O.S.T. mandated training requirements.
- b. Responsible for the preparation of necessary forms to obtain funds for department employees to attend required or requested training programs.
- c. Responsible for the preparation and administration of all P.O.S.T. reimbursement claims.
- d. Responsible for the fiscal management of departmental training accounts.
- e. Responsible for the coordination of the F.T.O. and R.T.O. programs.
- f. Responsible for the preparation and delivery of selected training programs.
- g. Responsible for the coordination of the Alarm Ordinance enforcement.
- h. Responsible for license investigation and processing.
- i. Responsible for acting as an Administrative Assistant to the Chief of Police and Support Services Bureau Commander.
- j. Responsible for assisting personnel in obtaining training that results in personal and professional growth.
- k. Responsible for representing the department at training meetings.
- l. Other related responsibilities and duties as assigned.

2. Authority

- a. To commit department funds for training purposes subject to approval of the Bureau Commander and/or the Chief of Police.
- b. Make disciplinary recommendations to immediate superiors.
- c. Relieve from duty under emergency suspension conditions in accordance with established procedures any subordinate personnel. Upon such action the Support Services Captain and the Chief of Police shall be immediately notified.

H. Traffic Sergeant

1. Responsibility

- a. Responsible for overall coordination of Traffic functions and assignments.
- b. Responsible for overseeing development of Traffic Safety Unit policies and procedures and their implementation.
- c. Responsible for maintaining a current knowledge of unit policies, procedures, and data.
- d. Responsible for delegating functional responsibilities within the unit.
- e. Responsible for supervising crossing guard personnel.
- f. Responsible for developing and submitting Unit budget and program requests.
- g. Responsible for achieving and maintaining acceptable Traffic Safety Unit goals and objectives.
- h. Responsible for coordination of Unit program reports to the Operations Bureau Commander.
- i. Responsible for daily assignments and scheduling of Traffic personnel.
- j. Responsible for insuring completion and implementation of Traffic assignments and responsibilities.
- k. Responsible for insuring accurate record keeping and data collection of Traffic Safety information.
- l. Responsible for interrogation coordination on all Traffic Safety matters, including court liaison functions.
- m. Responsible for interrogation coordination of all Traffic Safety Unit administrative functions.
- n. Responsible for coordination with the Training Sergeant of all traffic related department training.

- o. Responsible for final review of all traffic collision complaints and major investigation reports.
- p. Responsible for timely evaluation of Traffic Safety Unit personnel.
- q. Responsible to act as Hearing Officer for all contested storage of vehicles.
- r. Coordinate and assign all traffic related follow-up investigations.
- s. Completion of periodic Unit, grant, and special program reports.
- t. Attend engineering review and traffic committee meetings.
- u. Parade and special event review and coordination.
- v. Inspection of taxi cabs and tow service providers.
- w. Other related responsibilities and duties as assigned.

2. Authority

- a. Assign and deploy all personnel in the Unit subject to established policy.
- b. Issue orders to assigned personnel as necessary to comply with department policy and to promote effectiveness on the Watch.
- c. Conduct counseling sessions in disciplinary matters.
- d. Make disciplinary recommendations to immediate superiors.
- e. Relieves from duty under emergency suspension conditions, in accordance with established procedures, any subordinate personnel in the Watch. Upon such action the Watch Commander, Bureau Captain, and Chief of Police shall be notified.

I. Patrol Sergeant

A. Responsibility

- a. Responsible for field supervision of Watch personnel, including identifying training needs, assigning work priorities to be met, and evaluating performance.
- b. Responsible for reviewing police reports in the absence of the Patrol Lieutenant.
- c. Responsible for developing effective patrol responses to identified crime patterns, trends, and activities.
- d. Responsible for implementing departmental, divisional, and sector policies and goals.
- e. Responsible for channeling information between subordinates and management personnel.
- f. Responsible for organizing and conducting community meetings in assigned sector to implement crime prevention, reduction, and resistance techniques with the members of the community and in cooperation with the Crime Prevention Unit.
- g. Responsible for planning specific programs and activities designed to suppress crime and criminal conduct using all available departmental and community resources.
- h. Responsible for providing counseling, referral, and follow-up investigation service to resolve human crises.
- i. Responsible for surveying of sector for potential crime problems and offering reasonable and prudent solutions for the reduction of risks.
- j. Responsible for soliciting input from other sector team members relating to departmental procedures, equipment, communication, training, and other areas of concern and forwarding this information via the established chain of command for further evaluation and/or decisions.
- k. Other related responsibilities and duties as assigned.

2. Authority

- a. Deploy all personnel on the assigned Watch subject to established policy.
- b. Issue orders to assigned personnel as necessary to comply with department policy and to promote effectiveness on the Watch.
- c. Conduct counseling sessions in disciplinary matters.
- d. Make disciplinary recommendations to immediate superiors.
- e. Relieve from duty under emergency suspension conditions, in accordance with established procedures, any subordinate personnel on the Watch. Upon such action the Lieutenant, Captain, and Chief of Police shall be immediately notified.

J. Sector Patrol Officer

1. Responsibility

- a. Responsible for responding to situations involving in-progress or recent criminal activity to restore or maintain order and to coordinate the gathering of information and evidence.
- b. Responsible for conducting in-depth investigation of criminal incidents, either independently or as part of a coordinated effort.
- c. Responsible for gathering and reporting intelligence information of possible use in solving or preventing crimes.
- d. Responsible for resolving conflicts of a potentially violent nature involving a wide variety of participants, including family members, neighbors, landlords and tenants, merchants and customers, and rival youth groups.
- e. Responsible for providing counseling, referral, and follow-up services to resolve domestic and civil crises and assist in preventing future criminality.
- f. Responsible for patrolling an assigned area to provide for quick response to calls for service, facilitate observation of criminal activity or conditions conducive to criminality, and allow for the gathering of intelligence.
- g. Responsible for attending business and civic meetings, recreation activity and other community gathers on a regular basis, to represent the department and maintain awareness of community problems and concerns.
- h. Responsible for observing, reporting, and, whenever feasible, following up on conditions which pose potential threats to public safety and health.
- i. Responsible for developing thorough knowledge of basic criminal laws, criminal procedures, patrol techniques, case law, search warrants, investigative and evidentiary techniques.

- j. Responsible for completing in a proper and thorough manner all assignments made by competent authority.
- k. Responsible for successfully completing the Basic Police Academy and relating that training to field use.
- l. Responsible for complying with all departmental rules and regulations, policies, and directives as set forth in the department manual.
- m. Responsible for collision investigation and reporting.
- n. Responsible for completion of job related special assignments as needed.
- o. Responsible for promoting positive public contacts.
- p. Responsible for the successful completion of all assigned training.
- q. Responsible for providing rescue and first aid services in accidents, disasters, and other emergencies, in keeping with appropriate training.
- r. Other related responsibilities and duties as assigned.

K. Crime Scene Investigator

1. Responsibilities

- a. Responsible for complying with all duties and responsibilities of a Sector Patrol Officer.
- b. Responsible for thorough and professional processing of crime scenes as assigned.
- c. Responsible for proper and timely marking, tagging, and booking of evidence and property related to any assigned call or case.
- d. Responsible for effective and timely completion and processing of all reports related to assigned crime scene investigations.
- e. Responsible for the care, maintenance, and inventory of all CSI materials and equipment, with the assistance of the Evidence Technician.
- f. Accountable for responding to all CSI assigned incidents in a reasonably timely manner.
- g. Responsible for the successful completion of assignment per signed agreement and thereafter reporting as assigned to incidents where the Supervisor deems it necessary.
- h. Other duties and responsibilities as assigned.

2. Authorities

- a. Control and protect crime scenes as directed by the Supervisor.
- b. Make recommendations regarding the necessary protection and processing of crime scenes.

L. Field Training Officer

1. Responsibilities

- a. Responsible for complying with all duties and responsibilities of a Sector Patrol Officer.
- b. Responsible for working with the Administrative Sergeant, Field Supervisors, and other FTO's to develop, coordinate, and implement in-service training as assigned.
- c. Responsible for working with staff to develop, coordinate, and implement training and certification of sworn probationary employees as assigned.
- d. Responsible for consistently demonstrating in performance, productivity, and demeanor a high level of department standards and professional ethics as a role model for probationary officers and other employees.
- e. Responsible for evaluations and recommendations regarding all officers assigned to the FTO Program.
- f. Responsible for participation in unit programs and meetings.
- g. Responsible for the successful completion of assignment per signed agreement.
- h. Other duties and responsibilities as assigned.

2. Authorities

- a. Complete evaluations and recommendations on officers assigned to them in the FTO Program.
- b. Issue orders, instructions, and training to officers assigned to them in the FTO Program.

M. Investigative Police Officer

1. Responsibility

- a. Responsible for complying with all duties and responsibilities of a Sector Patrol Officer.
- b. Responsible for responding to situations as needed, involving in-progress or recent criminal activity, to restore or maintain order, and coordinate the gathering of information or evidence.
- c. Responsible for identifying special problems handled best by undercover operations and coordinating such operations.
- d. Responsible for developing expertise in assigned field, and for updating and training other employees in that field.
- e. Responsible for maintaining communication with investigators from other local agencies.
- f. Responsible for maintaining specialized files on sex offenders, parolees, known burglars, etc.
- g. Responsible for being on an "on call" status when so designated by competent authority.
- h. Responsible for the participation in unit programs and meetings when assigned.
- i. Responsible for the successful completion of assignment per written agreement.
- j. Other duties and responsibilities as assigned.
- k. Reports to the Investigative Lieutenant.

N. D.A.R.E. Officer

1. Responsibilities

- a. At the sixth grade level, present the 17 session D.A.R.E. program.
- b. If schedules permit, provide substance abuse education at grades 1-5.
- c. Serve as a law enforcement resource to review District policies and procedures and curriculum related to the area of substance abuse education.
- d. Through informal or formal training, be aware of school district rules and procedures as they relate to substance abuse issues.
- e. Serve as the local law enforcement agency's representative to the District-wide Substance Abuse Advisory Committee.
- f. Attend at least one staff meeting per year, per school where D.A.R.E. is being taught, in order to explain the program and meet the faculty.
- g. Provide at least one parent in-service program per year at each elementary school served by the D.A.R.E. Officer. Components of the program should be developed in cooperation with the school principal.
- h. Attend, annually, the state or national D.A.R.E. conference in order to upgrade skills and receive current information on substance use and abuse.

O. Range Master

1. Responsibilities

- a. To attend and participate in firearms training meetings as directed by the Training Sergeant.
- b. To conduct and assist with firearms training as directed by the Training Sergeant.
- c. To prepare and maintain records of firearms training as required.
- d. To complete assignments on time as directed by the Training Sergeant.
- e. To assist in the inventory, accounting, distribution, and evaluation of firearms, ammunition, and materials used by the department for both duty and practice.
- f. To review and make recommendations of the circumstances under which a firearm is discharged when directed to do so.
- g. To inspect and evaluate ammunition and firearms as directed.
- h. To insure a safe, clean, and well maintained range facility.
- i. To research and prepare firearms related budget requests as directed.
- j. To insure that firearms carried by officers are inspected and maintained in good working order.
- k. To complete minor maintenance and repairs on firearms after required training and certification has been obtained.
- l. To complete Range Master and related training as directed by the Training Sergeant.
- m. To assist in the evaluation of new products, both related to firearms and less lethal weapons as they become available.
- n. To review and recommend changes in policies as related to use and training of firearms and other use of force options.

- o. For the completion of related responsibilities and duties as assigned.

2. Authorities

- a. Direct the actions of all employees at the time they are participating in the firearms training.
- b. May terminate a training activity at any time they believe environmental conditions or actions of employees pose a safety risk or are negatively affecting the instructional process.

P. Traffic Safety Officer

1. Responsibilities

- a. Responsible for complying with all duties and responsibilities of a Sector Patrol Officer.
- b. Responsible for collision investigation and reporting.
- c. Responsible for follow-up of traffic-related investigations.
- d. Responsible for educational program assignments and development.
- e. Responsible for maintaining awareness of engineering needs and goals, make appropriate recommendations.
- f. Responsible for the participation in unit programs and meetings.
- g. Responsible for maintaining thorough knowledge of unit goals and objectives, including SWITRS and miscellaneous data reports.
- h. Responsible for maintaining a thorough knowledge of all Vehicle Code and traffic-related laws.
- i. Responsible for maintaining a thorough working knowledge of all traffic related equipment and tools.
- j. Responsible for maintaining above-average skills for report writing and citation completion.
- k. Responsible for maintaining above-average skills in the area of DUI apprehension and investigation.
- l. Responsible to respond as required to call-out for major collision investigations.
- m. Responsible to assist with department traffic-related training programs.

- n. Responsible for the successful completion of assignment per written agreement.
- o. Other related responsibilities and duties as assigned.

Q. Evidence Technician

1. Responsibilities

- a. Responsible for the taking, developing, and printing of photographs for evidence or identification.
- b. Responsible for collecting, receiving, classifying and indexing all fingerprints for identification purposes.
- c. Responsible for collecting, recording, and analyzing physical evidence obtained at crime and crime-related scenes.
- d. Responsible for the inventory and purchase of photographic, fingerprint, and evidence collection supplies.
- e. Responsible for preparing evidence for court presentation and for testifying as an expert witness in court.
- f. Responsible for testifying as a witness in civil or criminal court to present evidence for prosecution or defense.
- g. Responsible for collecting and maintaining program statistics.
- h. Responsible for providing citizen fingerprint service in absence of Field Service Technician.
- i. Responsible for providing logistic support to Field Evidence Technicians.
- j. Responsible for coordinating department's use of the California Department of Justice A.L.P.S. system and CAL-ID system.
- k. Responsible for training the Field Service Technicians in proper methods of property and evidence care and control.
- l. Responsible for transporting evidence to the proper resource for laboratory analysis.
- m. Responsible for property and evidence control in accordance with the Evidence Manual and established policy and procedures.

- n. Responsible for receiving, storing, maintaining records, handling court paperwork, and disposal of evidence seized by the County Narcotics Task Force.
- o. Responsible for coordinating auctions with City Finance Department.
- p. Responsible for the development and maintenance of a computerized list of police assets.
- q. Responsible for stocking and issuing safety equipment to Officers.
- r. Responsible for assisting the Video Team in copying and editing programs for our department and others.
- s. Responsible for video camera and recorder work at crime scenes and training functions.
- t. Responsible for other duties and responsibilities as assigned.
- u. Reports to Investigative Division Commander.

R. Administrative Secretary

1. Responsibility

- a. Responsible for preparing departmental payroll and maintaining all payroll records required by City Finance Department and by law.
- b. Responsible for keeping track of evaluation and pay increase dates and preparing Personnel Action forms.
- c. Responsible for all forms and procedures for new and terminating employees.
- d. Responsible for typing correspondence, Special Orders, and other special reports.
- e. Responsible for coordinating messages and phone calls for the Administrative and Support Services personnel.
- f. Responsible for the correct distribution of the department's incoming, outgoing, and in-house mail.
- g. Responsible for facilities use scheduling for Police Department, other City departments and outside agencies, with the approval of the Support Services Bureau Commander.
- h. Responsible for maintaining administrative and personnel files for the department.
- i. Responsible for processing Workers' Compensation claims.
- j. Responsible for composition of routine correspondence.
- k. Responsible for assistance with research projects and compilation of data for special projects as assigned.
- l. Other duties and responsibilities as assigned.
- m. Reports to the Chief of Police.

S. Operations Secretary

1. Responsibility

- a. Responsible for preparing the monthly departmental Work Schedule
- b. Responsible for typing correspondence, Operations Directives, and other special reports as assigned.
- c. Responsible for preparing preliminary background investigation materials of prospective employees; sends out questionnaires and letters as requested.
- d. Acts as backup to Police Administrative Secretary.
- e. Receives telephone and personal callers and provides information to the public which requires sound judgment, knowledge, and interpretation of law enforcement policies, procedures, and regulations.
- f. Maintains records of incoming and outgoing correspondence and action documents.
- g. Prepares statistical records and reports for Investigators, Field Supervisors, Traffic Safety Unit, and Crime Prevention Unit.
- h. Prepares search warrants, affidavit in support of and petition for search warrant, return to search warrant, Ramey warrant, and related documentation.
- i. Responsible for transcribing dictation consisting of letters, reports, memoranda, and similar material.
- j. Responsible for other duties as assigned.
- k. Reports to the Operations Bureau Commander.

T. Communications Technician II

1. Responsibilities

- a. Prepares and reviews Unit policies and procedures as directed.
- b. Prepares Unit evaluations after consulting with appropriate functional supervisors.
- c. Assists Bureau and Division Commanders with Communications Center liaison responsibilities.
- d. Prepares disciplinary recommendations for Unit as directed.
- e. Provides and coordinates training and orientation for Unit personnel.
- f. Insures completion of required reports and records within the Unit.
- g. Reviews logs and other recorded information to insure accuracy.
- h. Insures two-way information flow from and to line personnel and staff.
- i. Monitors systems and procedures and reports deficiencies to appropriate staff personnel.
- j. Reports to Technical Services Division Commander for all administrative and systems matters.
- k. Reports to on-duty Sergeant or Lieutenant for daily operational activities and issues.

2. Authorities

- a. May take necessary or emergency disciplinary action involving Unit personnel in accordance with written department policies.
- b. The Communications Technician II comes between Communications Technicians I and Sergeants in the chain of command.

U. Communications Technician

1. Responsibilities

- a. Responsible for the receipt of information and requests for services from the public.
- b. Responsible for dispatching field units to scenes of requests for service.
- c. Responsible for providing resource information to field units, other agencies, and the public.
- d. Responsible for the maintenance of indices of information in the Communications Center.
- e. Responsible for the dissemination of information on wanted persons, property, warrants, etc.
- f. Responsible for proper care of the communications equipment.
- g. Responsible for making accurate entries into CLETS computer terminals and collecting and entering pertinent information into local data storage systems.
- h. Maintains security for confidential or restricted information.
- i. Responsible for ensuring that only authorized personnel are present in Communications Center.
- j. Other related duties as assigned.
- k. Reports to Communications Technician II.

V. Field Service Technician

1. Responsibilities

- a. Responsible for responding to a wide variety of non-hazardous calls for service. Write reports and records of such calls, as necessary.
- b. Responsible for providing traffic control at the scene of accidents, large gatherings, and other non-hazardous incidents.
- c. Responsible for the care and control of all property received through the Police Department with the exception of physical evidence.
- d. Responsible for inspection of police vehicles to ensure that all vehicles are properly serviced and ready for patrol. Deliver all police vehicles to the appropriate location for repairs and service and return them to the Police Department.
- e. Responsible for follow-up maintenance of files, towing, and disposition of abandoned vehicles.
- f. Responsible for issuing non-moving citations for equipment violations, etc. Issue notices of violations for parking violations.
- g. Responsible for fingerprinting the public as requested.
- h. Responsible for relief of Communications personnel as assigned.
- i. Other duties and responsibilities as assigned.
- j. Reports to the Day Watch Commander.

W. Supervising Records Clerk

1. Responsibilities

- a. Lead clerical duties.
- b. Prepares evaluations on subordinates.
- c. Drafts policies and procedures for Records Section.
- d. Prepares disciplinary reports on subordinates as necessary.
- e. Provides training and orientation for records personnel.
- f. Insures completion of monthly reports for Federal, State, and local government.
- g. Reviews and spot checks completed reports for errors, omissions, and grammatical errors.
- h. Coordinates reports and record flow through the Records Office.
- i. Logs subpoena service and cancellations, notifies personnel of court appearances.
- j. Provides security for criminal history information and authorizes release of information to appropriate parties.
- k. Maintains audit trail of cash fund located in Records Office.
- l. Prepares reports for staff review as requested.
- m. Transcribed reports submitted by Police Officers, copies and distributes them to others as required.
- n. Acts as a key person for various office machines.
- o. Reports violations of Privacy Act to Technical Services Coordinator.
- p. Reports directly to Technical Services Coordinator.
- q. Other duties and responsibilities as necessary.

2. Authorities

- a. Assign and deploy all personnel in the assigned work unit subject to established policy.
- b. Issue orders to assigned personnel as necessary to comply with Department Policy and to promote effectiveness of the division.
- c. Conduct counseling sessions in disciplinary matters.
- d. Make disciplinary recommendations to immediate superior.
- e. Relieve from duty under emergency suspension conditions, in accordance with established procedures, any subordinate personnel in the division. Upon such action, the Technical Services Coordinator, the Captain, or Chief of Police shall be immediately notified.

X. Records Clerk

1. Responsibilities

- a. Transcribing, typing, routing, indexing, and filing all daily reports and activities of the department, including arrest reports, crime reports, incident reports, accident reports, etc.
- b. Responsible for processing arrest warrants and disposition forms.
- c. Sealing adult and juvenile records in compliance with court orders.
- d. Processing court orders for the release from penalties.
- e. Responsible for maintaining security of confidential or restricted information (Supervising Records Clerk).
- f. Collect fees and other monies for deposit in the proper account for services rendered, including fees for alarm permits, fingerprinting, report copies, massage permits, taxi licenses, etc.
- g. Assisting the public with requests and assistance such as report copies, picking up stored vehicles, street locations, road closure information, business locations, street directions, employment information, parking citations, City permit processing, alcohol permits, food and shelter, etc.
- h. Responsible for providing necessary reports and information to authorized agencies and officials.
- i. Responsible for ensuring a complete and expeditious flow of necessary paperwork through the Records Office and meet all necessary deadlines.
- j. To act as a liaison between the Police Department and other agencies, i.e., provide necessary report copies and information on individuals and crimes.
- k. To author reports, such as property reports, as necessary or as requested.

- l. Responsible for providing subpoena information to Officers, such as court dates and times, court cancellations or extensions, defendant's pleas, etc.
- m. Responsible for maintaining and providing statistical information for Records Office, the department, DOJ, DMV, and other agencies as requested.
- n. Responsible for maintaining and providing DOJ status information on stolen and recovered property.
- o. To request complaints against suspects and provide necessary information to the District Attorney's office for complaints.
- p. To file, purge, and destroy all criminal histories within time limitations set by DOJ.
- q. To process all taxi, massage, and concealed weapons applications for the City of San Luis Obispo.
- r. To process departmental bills and issue vouchers.
- s. Responsible for the weekly deposit of bail monies.
- t. Responsible for the daily readings on the department postage meter.
- u. To provide criminal history information to authorized agencies.
- v. Responsible for processing sex and drug registrant applications and maintaining updated registrant information.
- w. Responsible for maintaining crime reports for the required time period set by DOJ. Purge and destroy all crime reports and other pertinent information after time period has expired.
- x. To make sure all Records Office equipment is operating correctly. To make necessary service calls to appropriate service agency.
- y. Responsible for ordering office supplies for records personnel.

- z. Responsible for maintaining daily entries in all necessary records logs to ensure expedient retrieving of departmental information.
- aa. Responsible for providing information regarding gun and teargas permit applications and maintaining file of registrants.
- bb. Responsible for posting disposition information received from the District Attorney's Office and Municipal Court on each case to appropriate index card. To file all dispositions and minute orders with arrest and crime reports.
- cc. Responsible for maintaining blood alcohol file on all DUI suspects.
- dd. Responsible for microfilming all arrest and crime reports generated by this department.
- ee. To advise Officers of missing and/or late reports to ensure expedient processing of all police reports.
- ff. Other duties and responsibilities as required.
- gg. Reports to Supervising Records Clerk who is responsible to Technical Services Coordinator.

Y. Custodian

1. Responsibilities

- a. Responsible for effectively and properly maintaining the police facility.
- b. Responsible for the use, care, and storage of cleaning and maintenance materials and equipment.
- c. Responsible for developing and implementing a cleaning schedule that provides for the needs of the employees and the public who use the police facility and brings safety hazards or violations to the attention of his supervisor.
- d. Responsible for coordination of purchasing of the necessary supplies and materials to accomplish the custodial functions.
- e. Responsible for forwarding repair work order requests and insuring that follow-up is completed.
- f. Responsible for periodic minor maintenance; e.g., changing light bulbs.
- g. Reports to the Technical Services Coordinator.
- h. Other custodial related duties as assigned.

III. DUTY

A. General Responsibilities

On-duty officers of the department are responsible for maintenance of public order, the preservation of life and property, suppression of crime, and enforcement of applicable federal, state, and local laws and ordinances.

B. Reporting for Duty

Employees of the department shall be punctual in reporting for duty at the time and place designated by their supervising officer. Any inability to comply with these instructions shall be reported by the employee to the department prior to the time set for reporting.

C. Duty Responsibilities

Members of the department are always subject to duty although periodically relieved of its routine performance. While on duty, they shall respond to the lawful orders of superior officers and other competent authorities as well as to calls for police assistance or service from citizens. The administrative delegation of the enforcement of certain laws and ordinances to particular units of the department does not relieve members of other divisions from the responsibility of taking prompt, effective police action within the scope of those laws and ordinances when the occasion so requires. Those assigned to special duties are not relieved from taking responsible action outside the scope of their specialized function when necessary.

D. Off-Duty Reporting

Officer off duty shall, upon official notice, report for duty as required. Officers shall report without notification in the event of a major disaster or any other emergency wherein it would reasonably be expected that the department would require the additional services of all officers. Sworn officers shall establish residences within a 40 minute emergency response time to the police facility prior to successful completion of the initial year period of probationary employment.

E. Off-Duty Service Requirements

Officers shall have regular hours assigned to them for active duty and when not so employed shall be considered "off duty." However, for criminal offenses occurring within the city limits or its sphere of influence, "off duty" officers are required to report such offenses and may take appropriate lawful enforcement action. For offenses occurring outside the city limits, off duty officers are only authorized to

take official action if they are within the scope of their employment. (See Government Code Section 815.2.)

F. Physical Fitness for Duty

Good physical condition shall be maintained as is consistent with job demands, and employees shall strive to maintain the proper ratio of weight and height.

G. Officer Assistance

In times of peril, officers shall act together to assist, defend, and protect each other from physical harm. Intentional failure to come to the aid and assistance of another officer or officers shall be grounds for disciplinary action. If in doubt as to the propriety or legality of the situation, officers shall first take the required action, unless such action is clearly in violation of any statute or law.

H. Off Duty Arrests

Officers shall not make arrests arising out of personal quarrels or those of their family, except to prevent violence or serious bodily injury in cases where on-duty personnel are not available.

I. Outside Employment

Employees shall report in writing on the proper forms, as required by the City Rules and Regulations policy, on outside employment. Officers shall not accept outside employment as bartenders, ambulance or tow truck drivers, card dealers, or provide services that would involve a potential conflict of interest with the stated mission and goals of the department.

J. Rumors and Gossip

Employees shall not engage in rumors or slanderous or malicious talk about fellow employees or the public. The internal affairs and personalities of the department and its members shall not be discussed with anyone outside of the department.

K. Improper Use of Information

Employees shall not make known any proposed movements of the department without permission of a commanding officer. Employees shall not use police equipment, facilities, or files to gain information for personal use.

L. Firearms Registration

Officers shall register the firearms they intend to carry on or off duty as provided for in the Operations Directives.

IV. STANDARDS OF JOB PERFORMANCE AND CONDUCT

A. Employee Responsibilities

All Department employees are required to know and comply with all Operations Directives, policies, and procedures of the Department. All Department employees are required to maintain a written copy of the Department Rules and Regulations.

B. Duty to Report Violations of Rules and Regulations

Ensuring compliance with Department Rules and Regulations is the responsibility of all employees. Employees are expected to report significant violations to a supervisor. If an employee has knowledge of a serious rules violation, he shall report this violation to a supervisor as soon as possible. "Serious" rules violations would be those with potential criminal or civil consequences resulting from Departmental operations.

C. Obedience to Orders

Department employees shall be required to obey the lawful orders of any Department supervisor. A lawful order shall be construed to be any order that is consistent with Department policies, procedures, or directives.

D. Unlawful Orders

No command or supervisory personnel shall knowingly issue any order which is in violation of the law.

E. Obedience to Unlawful Orders

Obedience to an unlawful order is never a defense for an unlawful act. Therefore, no employee is required to obey any order that is contrary to Federal or State law, or to City ordinance. Responsibility for justification of refusal to obey rests with the employee.

F. Conflicting or Improper Orders

Generally, command or supervisory personnel shall not knowingly issue orders which conflict with those given by another supervisor, nor shall they issue improper orders, which are those that conflict with Departmental policies, procedures, or directives. Responsibility for justification of the issuance of conflicting or improper orders rests solely with the supervisor.

G. Obedience to Conflicting or Improper Orders

Department employees who are given orders that they feel to be conflicting or improper must inform the supervisor issuing the conflicting order of the initial order from the other supervisor, or inform the supervisor of the conflict with existing Departmental policies, procedures, or directives.

If, after being informed of the existing conflict, the supervisor insists that the employee carry out the conflicting order, the employee shall obey the order - provided that the order is not illegal. After complying with the conflicting order, the employee shall submit a memorandum to the Chief of Police, via the chain of command, documenting the conflict.

H. Falsification of Reports or Official Statements

A Department employee shall not knowingly or willingly enter into any Department book, record, document, or official report, whether written or electronic, any inaccurate or false statement or information.

A Department employee shall not alter or erase any words or figures in a Department book, record, document, or official report, whether written or electronic, without direct and specific approval from a Department supervisor who is authorized to give such approval. However, police officers and supervisors, who prepare and review reports documenting incidents, may make appropriate changes or corrections in reports, prior to final approval by a supervisor.

I. False Statements

A Department employee shall not knowingly or willfully make a false verbal statement or give false information to a Department supervisor or investigator. Neither shall a Department employee make a false verbal statement or give false information to an investigator from another agency of the Criminal Justice System, in connection with any San Luis Obispo Police Department investigation or matter.

A Department employee shall not give false testimony in a court of law, to a grand jury, or in any legal deposition wherein the San Luis Obispo Police Department is involved.

J. Willful Mistreatment of a Prisoner or Person

A Department employee shall not willfully mistreat any prisoner or person by use of force that is not necessary in carrying out the employee's official duty. Neither shall an employee use obscene or abusive language toward a prisoner or other person. This does not prohibit the use of accepted verbal interrogation techniques or assertive commands when appropriate.

K. Divulging Confidential or Classified Information

Department employees shall not divulge, disclose, or reveal any Department information that is confidential or classified to any person who is not authorized to receive such information, except when such release is specifically authorized within the guidelines of the California Public Records Act (CA Govt. Code 6250-6265) or by the Chief of Police, in the course of the employee's official duty.

L. Release of Information

Department employees shall not release any information pertaining to Department incidents, calls for service, investigations, or other Department controlled information, if the release of such information might jeopardize a Department investigation. Nor shall any information be released which may jeopardize the security or safety of a victim, witness, possible witness, Department employee, or other official or person who might in any way be involved in a Department investigation, except when specifically authorized to do so by the Chief of Police or a Department supervisor.

M. Copying or Duplicating Information

No employee shall copy or duplicate any computer, audio, written, or photographic material except within the scope of their official duties. All such materials, including voice transmissions, shall be accessible on a need-to-know basis only. All other access or review shall require the permission of the Administrative Services Bureau Commander, or in his absence, the on-duty Watch Commander.

N. Requirement to Display Badge and Nameplate

Sworn officers and Field Service Technicians assigned to uniform duty shall be required to wear the Department issued badge and nameplate that is described in the Uniforms and Apparel section of this manual.

Sworn officers assigned to plain clothes duty shall have in their possession while on duty the Department issued badge (or Department-approved flat badge) and identification card. Exception to this requirement shall apply to any sworn officer on an undercover assignment or any assignment in which it is necessary to disguise the identity of the officer.

O. Requirement to Have a Valid Driver's License, Automobile Insurance, and Current Vehicle Registration

All Department employees who may be required to drive a City vehicle or other vehicle while on duty shall have in their possession a valid California Driver's License.

All employees will be required to present upon demand proof of automobile insurance, when driving a personal vehicle on City business. Additionally, all personal vehicles currently being used by employees must be properly registered per CVC 4000(a).

P. Improper Use of Authority, Badge, or ID Card

Department employees shall not be permitted to use their position of authority, badge, or official identification to obtain gratuities or gifts, acts of favoritism, or for any unlawful purpose.

Department employees shall not solicit from any person or business any loan or service which would not normally be extended to a person who is not a member of the Department.

Q. Contributions, Rewards, and Gratuity

Employees shall not accept money or other consideration or favors from anyone other than the City for an act which they would be required or expected to perform in the regular course of their duties. Employees shall not solicit or accept any gifts, gratuities, or favors. Should any reward, gift, gratuity, or authorized compensation come into an employee's possession, it shall immediately be forwarded to the on-duty Watch Commander, who will handle the situation in compliance with the City Code of Ethics.

R. Political Activities While On Duty

Employees shall not represent their personal or individual political activities as being endorsed by the Department, nor shall employees be permitted to conduct any political activity while on duty.

S. Officially Representing the Department

Department employees shall not be permitted to participate in any advertising scheme or enterprise related to, or based upon, employment with the Department, or permit the use of photographs or names of Department employees for advertising purposes, without the specific consent of the Chief of Police.

Department employees shall not be permitted to address any public gathering, or join with any organization, or appear on a radio or television program, or write articles for publication, or give interviews to the news media, wherein such employee purports to officially represent the Department, or purports to represent the position of the Department on any subject or issue, or makes any reference to his/her employment with the Department, without the specific consent of the Chief of Police or as expressly authorized by Department procedure in the course of the official duties of such employee by virtue of his/her specific assignment.

T. Public Criticism of the Department

Public criticism of the Department, its policies, or its members which is defamatory, obscene, or tends to impair the operation of the Department by impairing its efficiency, interfering with the ability of supervisors to maintain discipline, or having been made with reckless disregard for the truth or falsity, constitutes insubordination. Employees shall utilize the established grievance procedures.

U. Personal Use of Official Department Correspondence and Business Cards

Department employees shall not be permitted to use official Department correspondence or official Department forms for personal business or reasons.

Business cards or personal cards which refer to the Department shall be used only in connection with police business and shall conform with the City approved type.

V. Requirement to Have Address and Telephone Number on Record with the Department

All Department employees shall be required to maintain a telephone at their place of residence and to provide the Department with the phone number and the employee's residence address. All Department employees shall also provide the Department with the name of a person to notify in case of an emergency involving the employee. A phone number and address of that person shall also be provided. All Department employees shall notify the office of the Chief of Police, in writing, of any change of address or phone number of residence within 24 hours of such change. If initial notice of such change is not given in writing, written notice shall be made to the office of the Chief of Police immediately upon the employee's return to the workplace.

W. Use of Department as a Mailing Address

Employees shall not use the Department as a mailing address for mail or merchandise which is not directly related to their official duties. Exceptions must be approved by the Chief of Police.

X. Punctuality

Department employees are required to be punctual in reporting for duty at the time and place designated by the Department.

Y. Absence from Duty

Department employees shall not be absent from required duty, except when on authorized leave of absence, days off, sick leave, or other authorized absence from duty.

Z. Duty to Report Absence from Duty Due to Illness/Injury

Department employees are required to inform a Department supervisor in a timely manner when requesting sick leave, as defined in SLOMC 2.36.420. Except in the case of a clearly identified emergency or sudden illness, timely notification shall be notification made not less than 2 hours prior to the beginning of the scheduled shift.

Employees assigned to the Patrol Division shall contact the on duty Watch Commander as soon as the employee realizes the he/she will be absent. Traffic officers will notify the Traffic Sergeant, if he is on-duty. IT IS NOT SUFFICIENT TO ADVISE ONLY COMMUNICATIONS OF THE ABSENCE.

AA. Consumption of Alcoholic Beverages While On Duty

Department employees shall not be permitted to drink any type of alcoholic beverage or intoxicating liquor while on duty, except when such consumption is required as part of the employee's specific job assignment.

BB. Use of Alcohol, Drugs, or Narcotics

Department employees shall not report to duty under the influence of alcohol or drugs, possess alcohol or drugs while on duty, or utilize such substances while subject to Department duty.

The use of medically prescribed or self-prescribed medications and drugs is not, in itself, a violation of Department rules and regulations. However, an employee's FAILURE TO ADVISE the supervisor, before beginning any Department work assignment, that the employee is taking medications and/or drugs lawfully prescribed, which could in any way reasonably interfere with the safe and effective performance of the employee's duties or operation of Department equipment, is a violation of Department rules and regulations.

The employee's supervisor shall determine from his/her personal observation of the employee whether the actions of the employee indicate unfitness for duty due to consumption of alcoholic substance or drugs or narcotics.

When obtaining a prescription from a physician, employees shall ask what effects that particular medication will have on their ability to perform their duties. The employee shall request that the physician provide them with a written copy of the information which they could provide to their supervisor.

If an employee informs his/her supervisor that he/she is taking a prescribed medication with a drug or narcotic content, whether the information is offered voluntarily or upon questioning by a supervisor, and there is any reasonable possibility that the medication could affect the employee's ability to properly perform his/her duties, the supervisor shall have the authority to require the employee to obtain an evaluation report from the prescribing physician or from a physician designated by the City.

Alternatively, the supervisor may contact the prescribing physician over the telephone and obtain a verbal evaluation from the physician. If the physician's evaluation establishes the possibility that the medication could affect the employee's ability to perform his/her duties, the supervisor shall exercise his/her judgment as to the employee's work status.

CC. Physical Fitness for Duty

Good physical condition shall be maintained as is consistent with job demands, and employees shall strive to maintain the proper ratio of weight and height.

DD. Improper Conduct Toward a Department Employee

No Department employee shall assault another employee or maliciously use abusive or degrading language toward another employee. Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature will not be tolerated.

EE. Partiality Toward the Public

All citizens shall be accorded equal treatment and protection under the law. No employee shall exhibit or practice partiality for or against any person because of race, sex, creed, position, or influence. While on duty, no employee shall speak discourteously of any nationality, race, religion, or of either sex.

FF. Attorneys and Bail Bondsmen

On-duty employees shall not post bail for any person arrested, nor shall they recommend a specific attorney or bondsman. Interested persons shall be referred to the Yellow Pages of the telephone book.

GG. Duty to Assist and Cooperate with Other Police Agencies in Criminal and/or Administrative Investigations

Unless they are identified as a subject of the investigation, Department employees shall assist and cooperate with criminal and/or administrative investigations being conducted by law enforcement agencies other than the San Luis Obispo Police Department.

HH. Duty to Obtain Approval for Outside Employment

Department employees shall not engage in any off duty or secondary employment without having received the prior approval of the Chief of Police, in accordance with SLOMC 2.36.390.

A Department employee who has received approval for an outside employment position is required to report to the Chief of Police any change in the approved outside employment position, and to reapply for approval annually.

II. Off-Duty Arrests

Officers shall not make arrests arising out of personal quarrels or those of their family, except to prevent violence or serious bodily injury, in cases where on-duty personnel are not available.

Whenever an officer makes an off-duty arrest, he shall notify the on-duty Watch Commander as soon as reasonably possible and, in any event, within 24 hours of the incident. The Watch Commander receiving such notification shall make additional notifications, as necessary, utilizing the chain of command.

JJ. Insubordination

Any and all of the following violations of rules shall constitute INSUBORDINATION (refusing to submit to legitimate authority):

- 1) Displaying disrespect to a Department supervisor.
- 2) Refusing to obey the lawful order of a supervisor.

- 3) Refusing to answer questions from a supervisor or investigator in the course of an administrative investigation.
- 4) Refusing to answer questions directed to the employee by a supervisor in the normal course of duty and responsibility, the answers to which the supervisor has a right to know in conformity with his/her responsibilities, and of which the employee has knowledge, whether directly or indirectly connected to the employee's official duties and responsibilities.
- 5) Refusal to rewrite or correct a police report, or any other report, when directed to do so by a supervisor.
- 6) Refusal to report to the Department when directed to do so by a supervisor.

KK. Neglect of Duty

Any and all of the following violations of rules shall constitute NEGLECT OF DUTY:

- 1) Failure to perform assigned duties.
- 2) Failure to respond to an assigned call without legitimate reason, or deliberately delaying response to an assigned call without a legitimate reason.
- 3) Failure to make required entries in an official police log, ledger, report, or document as required by Department policy.
- 4) Failure to complete a required police report in a timely manner without legitimate reason.
- 5) Failure to report information regarding criminal activity or criminal violations involving a Department employee.
- 6) Leaving an assigned post or duty without legitimate reason.
- 7) Fabricating, withholding, substituting, or destroying evidence of any kind.
- 8) Failure to replace worn or damaged personal equipment or uniform after being advised to do so by a supervisor.
- 9) Failure of a police officer to keep the firearm he/she carries on duty properly cleaned and in reliable working order.

- 10) Failure to comply with Department Uniforms and Apparel specifications and requirements as directed.
- 11) Knowingly permitting an unauthorized person to use an official police badge or identification card.
- 12) Sleeping while on duty, unless authorized by a supervisor.
- 13) Inattention to duty.
- 14) Deliberately omitting required or vital information from a report.
- 15) Deliberately failing to respond to a call by turning off the police radio, or deliberately ignoring a radio transmission given by a police dispatcher.
- 16) Failure to assist, defend, and protect another officer from physical harm.
- 17) Willful failure of a supervisor to carry out his/her specific supervisory responsibilities.
- 18) Failure of a supervisor to take charge of an incident or situation involving police activity, when the supervisor is present, and the circumstances and prevailing factors clearly dictate that SUPERVISORY CONTROL AND DIRECTION IS EXPEDIENTLY REQUIRED.

LL. Conduct Detrimental to the Department

Department employees shall not conduct themselves in a manner that reflects adversely on the Department, or which discredits the Department, or is detrimental or damaging to the reputation or professional image of the Department. When addressing members of the public or speaking in their presence, officers shall generally avoid the use of harsh, violent, obscene, insolent, or sarcastic language. This does not prohibit the use of accepted verbal interrogation techniques or assertive commands when appropriate.

For purposes of this rule, the following definitions shall apply:

- | | |
|-------------|--|
| Detrimental | Shall mean obviously harmful or damaging. |
| Adversely | Shall mean contrary to the interest of the Department and the public interest. |
| Damaging | Shall mean injurious or harmful |

Discredit	Shall mean to create doubt as to the integrity of the Department, or that which tends to destroy public confidence in the Department.
Reputation	Shall mean favorable image or standing of the Department in the eyes of the community or other elements or components of the Criminal Justice System.
Professional Image	Shall mean the Department's image of competence and integrity.
Interrogation Techniques	May include the use of harsh language sarcasm, ruses, etc. Such elements are frequently used to emotionally draw a suspect to one interrogator, while distancing him from another.
Assertive Commands	May include harsh or severe language, such as may be necessary to gain control over a potentially violent suspect, or to order a person out of a threatening or dangerous situation.

V. JUDICIAL RESPONSIBILITIES

A. Civil Actions by Employees

Employees shall not institute any civil action arising out of their official duties without first advising the Chief of Police in writing.

B. Civil Claims Against the City

No employee shall testify, give a deposition, or release any information to any person in any civil matter against the City or arising out of their professional duties except in a manner approved by the Chief of Police and the City Attorney.

C. Court Testimony in Court Cases

No employee shall testify in any civil proceeding arising out of their employment without first notifying their Bureau Commander.

D. Contacts with Defense Counsels

No employee shall give any statement, documents, or professionally related information to any defense counsel, outside of official court testimony, without first notifying the Chief of Police. All regular procedures as required in the department subpoena processing policy will be followed. All releases of documents are handled through the Records Manager in compliance with the State Records Acts.

E. Court Appearances

All employees appearing in court, public hearing, or for any professional statement or affidavit, shall be dressed either in full uniform or appropriate civilian attire consistent with standards set by the Chief of Police or his designate and in keeping with a professional appearance and courtroom standards.

F. Conflicts of Interest

No employee shall testify in any legal proceeding, hearing, or trial outside of their immediate scope of employment, where such testimony is based on their professional training and responsibilities, without first notifying the City Attorney through the Chief of Police.

VI. VEHICLES AND EQUIPMENT

A. Care of Department Property and Equipment

Department employees shall be responsible for the proper use, care, and safekeeping of Department property and equipment that is entrusted to them.

Department employees shall be required to report any damaged or inoperative property or equipment, using the Departmental Repair/Maintenance Request form. The loss or destruction of property or equipment shall be documented in either a crime or officer's report.

When a Department supervisor receives a report of damaged or inoperative property or equipment, the supervisor shall insure that the report is routed appropriately to expedite whatever corrective measures are necessary.

B. Police Vehicles

Occupants of Department vehicles are generally restricted to employees, other law enforcement personnel, prisoners, victims, witnesses, complainants, or others authorized to ride under the guidelines of official Department programs. Department employees shall notify the dispatcher when passengers are riding in police vehicles.

VII. DISCIPLINE

A. Discipline

Discipline is utilized to maintain the professional standards of the organization. Discipline is generally defined as training, although it may assume many forms in order to achieve its objectives. In essence, discipline is dispensed in order to improve employee conduct and to maintain adherence to organization rules and regulations.

B. Forms of Discipline

1. Social Training: an education program directed to an employee which is sponsored and/or endorsed by the Department.
2. Counseling: advice, admonition, or guidance provided to ensure proper conduct.
3. Reprimand: official written censure of an employee's conduct.
4. Suspension: a temporary removal from employment with loss of pay for the duration of the suspension.
 - a. By agreement of both the Chief of Police and the employee, one of the following may be taken in lieu of suspension:
 - 1) Extra duty: an assignment of extra duty beyond the employee's regular work schedule.
 - 2) Voluntary surrender of accumulated overtime, vacation time, or pay incentive or differential.
5. Work Assignment Transfer: as a result of the White and Baggett decisions, a work assignment transfer may be considered disciplinary in nature, however, work assignment transfers within the unit (i.e., Investigations, Traffic) should not. For procedural information, refer to Operations Directive C-5 and Municipal Code section 2700.
6. Disciplinary Probation: a trial period in which an employee's performance within the organization is reevaluated. Disciplinary probation shall not be for more than six consecutive months. Dismissal may result from unsuccessful performance during this period.
7. Reduction of Pay: a withdrawal of salary increments previously granted as "merit increases," as provided in the current salary resolutions.

8. Demotion: a reduction in position from one job classification to another.
9. Dismissal: termination of employment.
10. Criminal prosecution.

C. Causes for Disciplinary Action

Causes for disciplinary action against any employee may include, but shall not be limited to, the following:

1. Conviction of a felony or misdemeanor under the laws of the State of California. A plea or verdict of guilty or a plea of nolo contendere is deemed to be a conviction within the meaning of this section.
2. Intoxication while on duty.
3. Incompetency, inefficiency, inattention, or inexcusable neglect of duty.
4. Insubordination or willful disobedience of orders.
5. Dishonesty.
6. Unauthorized or inexcusable absence without leave or unauthorized use of sick leave.
7. Discourteous treatment of the public or other employees.
8. Addiction to the use of alcohol, narcotics, or habit-forming drugs.
9. Misuse, abuse, or appropriation for personal use of City property, evidence, or found property.
10. Violation of any of the provisions of the Personnel Rules and Regulations Manual or of any departmental policy, directive, or rule or regulation.
11. Violations of the Vehicle Code.
12. Knowingly making, causing to be made, or submitting a false statement or report.
13. Malicious, disparaging, or slanderous remarks, writings, etc., directed at another departmental member.

D. Departmental Authority to Discipline

Final departmental disciplinary authority and responsibility rests with the Chief of Police. Except for counseling and emergency suspensions, all departmental discipline must be taken or approved by the Chief of Police.

Although departmental authority rests with the Chief of Police, all disciplinary actions involving suspension, demotion, or removal must be approved by the City Administrative Officer.

E. Failure to Discipline

Failure of a supervisory officer to take proper disciplinary steps when required shall be deemed insubordination and dealt with accordingly.

F. Scope of Supervisory Authority

Supervisory personnel, other than the Chief of Police, may take the following corrective measures:

1. Counsel subordinates;
2. Recommend written reprimand;
3. Invoke emergency suspension; and
4. Make written recommendations for disciplinary measures.

G. Emergency Suspension

Any supervisor has the authority to impose an emergency suspension effective until the next business day against a member or employee when such action is in the immediate best interest of the department.

H. Emergency Suspension Follow-up

The recipient of an emergency suspension shall report to the office of the Chief of Police on the next business day unless otherwise directed by competent authority. The command or supervisory officer who imposes or recommended the suspension shall also report to the Chief of Police at the same time.

The department may, from time to time, issue orders and directives not contained in this manual. All employees of the department shall acquaint themselves with Operations Directives, Personnel Rules and Regulations, and other Department or City regulations.

VIII. UNIFORMS AND APPAREL

- A. All articles of uniform and accessories worn by members of the police department shall conform to the following standards. All personnel will be held responsible for the proper care and maintenance of their uniforms and equipment. Any item not specifically authorized herein may not be worn or used without specific authorization from the Chief of Police or a Bureau Commander.

B. Wearing of the Uniform

The uniform of the police department is symbolic of the dignity and authority of the City and the profession and is intended to make members of the department readily recognized by the public. The uniform shall be worn with pride, kept neat and clean, and not worn in a state of disrepair or neglect.

C. Uniform Color

Uniform color shall be standard LAPD blue for all sworn personnel and as otherwise specified herein for non-sworn personnel.

D. Uniform Hats

The uniform hat shall be standard LAPD style with mesh base and a gold chin strap and p-buttons. The hat is a mandatory item of equipment and shall be available for immediate use whenever so directed by the Watch Commander or Bureau Commander. Unless otherwise directed, the hat is optional for routine daily wear. Army officer style visor for Chief of Police, Style A for Captains, plain for all others, Lancaster Uniform Company type.

E. Baseball Cap

The approved baseball cap may be worn for protection from the elements while in Class B or C uniform. Examples include: While in uniform as protection from rain during normal outdoor patrol activities and when serving search warrants in plainclothes as a method of additional identification.

The baseball cap will not be worn during any event requiring a Class A uniform, if you are wearing a tie, or while conducting any public speaking.

Supervisors will be responsible for insuring proper use of baseball caps.

F. Uniform Jackets

1. Utility Jackets shall be the black Tuffy style with no p-buttons or shoulder boards (epaulets).

2. The dress jacket shall be the LAPD style Eisenhower jacket. This shall be required wear for all staff while in Class A uniform. One gold stripe for Sergeant, two gold stripes for Lieutenant, three gold stripes for Captain, and four gold stripes for Chief of Police. Braid shall be gold, 1/2", 96 type and shall be sewn on starting at 3" from the bottom of the sleeve to the bottom of the braid with a 3/8" separation between each braid. Optional wear for all other sworn personnel.
3. Windbreaker jackets shall be black LAPD style. Optional wear. All jackets will have department patches whenever worn. Name tags are not required on jackets but the department badge, either regular or cloth, will be worn on the jacket whenever it is in use.

G. Uniform Shirt

1. Raeford worsted 100% wool, Jaguar or Flying Cross styles, LAPD spec.
2. Wash and wear permanent press consisting of 65% Dacron polyester and 35% rayon. LAPD spec.
3. 55% wool and 45% polyester blend. LAPD spec. No 100% polyester uniforms shall be worn. All uniforms shall be maintained in good repair, neat and clean at all times. Shoulder patches shall be neatly pressed. Shirts may be either long- or short-sleeved unless otherwise directed. No under garment shall extend beyond the end of the shirt sleeve. No short-sleeved shirt may be worn with a tie.

H. Uniform Slacks

Uniform slacks shall be LAPD style (Sap pocket optional) and shall conform to the above standards.

I. Footwear

All footwear shall conform to the following standards. No unauthorized footwear shall be worn.

1. Shoes will be plain black, smooth finish, military style, center-laced, high or low top.
2. Boots will be plain black, military jump style or Wellington style.
3. Lightweight footwear may be worn only if it is plain black, smooth, hard or semi-hard finish with a hard toe, and no portion of the sole shall extend

beyond the base of the toe. Questions about particular footwear shall be directed to the Bureau Commander. All footwear must be able to take a shine and shall be maintained in good condition.

J. Accessories

1. Socks shall be black or navy blue whenever visible above footwear.
2. Tie shall be plain black, four-in-hand style. Optional wear except when in Class A uniform.
3. Tie clasp shall be either a plain gold bar approximately 1/4" wide, or the clip type with fine chain, gold in color.
4. The Insignia of Service is an individual gold star for each five years of full-time sworn service and will be sewn on 3/4" above the top of the left cuff seam, point up, in a horizontal row. Examples of approved type are available through the Watch Commander.
5. The Insignia of Rank shall be worn by staff. Command staff shall wear gold collar insignia (standard size). Sergeants may wear gold collar insignia on short-sleeved shirts instead of sleeve chevrons. With one exception, only sleeve chevrons shall be worn on long-sleeved shirts; the exception is that gold collar insignia shall be worn by Sergeants when they wear Class A jackets. Sleeve chevrons shall be worn on all jackets other than Class A jackets. Sleeve chevrons will be royal blue with gold trim and shall be centered 1/2" below the bottom tip of the shoulder patch.
6. All sworn personnel, subsequent to being certified by the Chief of Police as having qualified for MPO III status, will be authorized to wear two chevrons in a manner and color as indicated for chevrons or collar insignia in J. 5. above.
7. F.T.O. Insignia shall be a department issued FTO pin which will be centered above the name plate on the shirt.
8. C.S.I. Insignia shall be a department issued CSI pin which will be centered above the name plate on the shirt.
9. Special Unit or Service Insignia shall only be worn when, and in a manner, authorized by the appropriate Bureau Commander.
10. Shooting Pins may be worn when authorized on the left corner of the flap of the right shirt pocket.

11. Department badges shall be worn at all times, either on the shirt or on the jacket if you are wearing it. Cloth badges may be worn with the utility uniform and windbreaker.
12. Utility Uniforms shall be of a type approved by the Chief of Police. They shall only be worn when specifically authorized. They shall be worn only when fully equipped with sewn on name tags, cloth patches, and shoulder patches, of a type approved by the Bureau Commander.
13. Shoulder patches shall be worn on all uniform shirts, jackets, and utility jackets. They shall be neatly pressed and centered on both shoulders approximately 1/2" below the seam line.
14. Leather goods shall be black basket-weave. All buckles on Sam Brownes and keepers shall be silver-colored. No velcro, smooth black type leather goods shall be authorized. Leather goods shall be maintained in good repair and appearance at all times. Non-issue leather goods must conform to the above standards and be approved by the Bureau Commander or his designee.
15. Speed loaders, or appropriate funds to purchase approved speed loaders, will be supplied by the department for all personnel hired after July 1, 1988.
16. Gold P-buttons shall be worn on uniform shirt epaulets and pockets.
17. Rain Gear shall be yellow in color, of an approved or issued type. The word "POLICE" will be worn on the back (for all rain jackets issued after July 1, 1988).
18. Ballistic vests will be issued by the Department. All sworn personnel will be required to wear the vest when appearing in uniform outside of the Police Department facility. Exceptions must be approved by the Chief of Police or his designee.
19. Tee shirts will be worn with the uniform under the ballistic vest. Tee shirts will be white, navy blue, or black in color. A black or navy blue turtleneck or dickey may be worn, as an option. When navy blue or black turtlenecks, tee shirts, or dickeys are worn, the colors must be fresh and dark. Faded items are not acceptable for wearing with the uniform.

K. Motor Officer Uniforms

All Traffic Unit uniforms and equipment standards will be subject to any modifications as deemed necessary by the Operations Bureau Commander.

1. Uniform shirt - same standards as set for patrol.
 2. Uniform pants will be motor breeches with the 1/2" vertical stripe on each side. The stripe will have a gold border with royal blue interior. Pants may be 100% wool or a 14 oz. blend (no 100% polyester). Pants will be the same color as set for patrol. All uniforms shall be maintained in good condition.
 3. Boots will be black Danner Jr. style.
 4. Helmet will be D.O.T. approved. It will be black and white with a black patent leather bill and gold hat band. The helmet may have a hat badge piece, gold metal, with motor wings.
 5. Jacket will be Tuffy style or windbreaker. The black leather jacket will also be authorized. The jacket will be similar to the Taylor's Leatherware brand, style 4471 deluxe. Shell will be 2 3/4 oz. black leather, lining will be nylon quilted, inside picket, zippered sleeves with storm cuffs, badge tab on left breast, snap down fur collar (optional), belt loops for equipment belt. (optional), bi-swing action back, kidney support, two front-zippered pockets, zip-out liner, elastic side gore. All listed specifications are subject to approval of the Bureau Commander.
 6. Gloves will be black leather, as approved by the Bureau Commander.
 7. Glasses will be black, gold, or silver metal rim only. One dark tinted pair for daytime use and one clear pair for night use. No mirror-type glasses will be worn.
 8. Motorwings for the shirt will be worn. The wings have a blue background with a gold wheel. They will be worn 1" below the department patch, centered, with one on each sleeve.
- L. Service Weapons Service weapons shall be of a type approved by the Chief of Police and authorized by the Rangemaster (refer to Operations Directive W-7).
- M. Investigations Division Apparel
- Appropriate civilian attire as authorized by the Division Commander and the Bureau Commander. Investigators shall maintain a uniform at all times to be worn if directed.

N. Court Apparel

Court apparel shall consist of a uniform, an appropriate dress, or two-piece suit for females. Male officers shall wear a uniform (preferably with a tie) or a suit with tie whenever attending court or any professional appearance unless otherwise specifically authorized by the Bureau Commander.

- O. Webb gear may be worn with Watch Commander approval in place of leather gear during inclement weather or emergency incidents where utility uniforms are approved. Webb gear shall be worn only with approved utility uniforms and shall be black nylon cordura type with heavy webbing. Components shall be of a style the same as the Bianchi Accumold leather gear or as approved by the Chief of Police or his designee.

P. Nonsworn Personnel Apparel

1. Field Service Technicians

- a. Shirt - same style as uniform officers, light blue in color.
- b. Slacks - same color and style as uniform officers.

2. Communications Technicians

- a. Shirt - same as 1. a. above
- b. Skirt or slacks - Navy blue or black. Skirts with a hemline no more than 2" above the knee.
- c. Shoes - Navy blue or black in color, flat or low heel style.

3. Clerical Personnel

Clerical personnel are expected to represent the Department in a professional and conservative manner. It is expected that personnel will dress in such a manner as to be immediately identifiable as an employee of the Department, therefore:

- a. Slacks, skirts, and jumpers: Must be solid colored black or navy blue in color. Denim is not acceptable. Skirt length must be no shorter than 2" above the knee and no longer than mid-calf length.
- b. Tops and blouses: Must be white or off-white in color. Fabrics must not be sheer. Low-cut necklines, tight tops, and sweatshirts are not acceptable. Minimum, conservative decoration is

acceptable. Solid colored sweaters, vests, and blazers in black, white, or navy blue are appropriate as a cover-up.

- c. Shoes: Must be black, white, or navy blue in color. Two-toned shoes in the stated colors are acceptable. Sandals must have a strap around the heel. Spike heels and sports shoes of any type are unacceptable.

IX. APPEARANCE AND GROOMING

A. Officers shall report for duty in full uniform with a neat and clean appearance; shoes, leather, and brass polished; and weapon and uniform clean and in good repair.

B. Mustaches

Mustaches shall be kept clean and neatly trimmed. They shall not extend more than 1/4 inch past the corners of the mouth and not curl or droop at the ends more than 1/4 inch.

C. Sideburns

Sideburns shall not extend past the bottom of the earlobe and shall be neatly trimmed. Bootleg, wide flare, or mutton chop cuts are not permissible.

D. Hair

Hair shall be neatly trimmed and shall not extend over the collar. Female officers shall conform to standards for safety and appearance as deemed appropriate by the Chief of Police.

E. Non-uniformed Personnel

The appearance of non-uniformed personnel shall conform to appropriate standards for job assignment and as directed by the Chief of Police.

X. CHAIN OF COMMAND

- A. The chain of command provides for a logical flow of policy, orders, reports, and information. The direction (up or down) is determined by the nature of the command.
- B. The chain of command, flowing upward from the line personnel proceeds through one's immediate supervisor to that person's immediate supervisor and so on, to the Chief of Police. The precise chain may depend on an individual's assignment or unit.
- C. The chain of command will be followed whenever possible, unless the nature of the information reasonably dictates otherwise.

Law Enforcement Code of Ethics

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

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

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession--law enforcement.