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THE UNOFFICIAL &  
COMPLETELY UNENDORSED

# QUICK REFERENCE GUIDE

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FOURTH EDITION  
FEBRUARY 2017

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\*New Laws Update p. 75-76

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# Vision, Mission and Values

*Scott R. Jones, Sheriff*

## **VISION**

The Sacramento County Sheriff's Department is committed to provide high quality public safety services to our constituents, to create an environment in which all may enjoy optimum quality of life and economic prosperity.

## **MISSION**

The mission of the Sacramento Sheriff's Department is the protection of life and property, the preservation of the public peace and the enforcement of the law in partnership with our communities. To accomplish our mission, we dedicate ourselves to service with concern.

## **VALUES**

### ***Concern for our community:***

- Protect and serve our diverse community to the best of our ability
- Treat all with candor, empathy and respect
- Be accountable to the public trust
- Develop strength through partnerships and collaboration

### ***Concern for our duties:***

- Provide an individualized and innovative approach to each situation
- Act with courage in the face of adversity
- Strive for excellence through self-improvement, education and training
- Lead through exemplary conduct, appearance and demeanor

### ***Concern for our fellow employees:***

- Treat each other with respect, courtesy and fairness
- Encourage and accept the flow of communication
- Ensure positive recognition and encouragement of all employees
- Be a reliable teammate
- Maintain ethical behavior both on and off the job
- Serve with honesty, loyalty and integrity
- Recognize the legacy created by our actions
- Respect the history and traditions of our agency

## **LEADERSHIP**

- **Leadership development is critical to the sustained success of the sacramento sheriffs department.**

## 2017 REVISION

The original authors created an incredible tool for reference but as time progresses so does technology, our department's practices, policies and procedures. As a result, we have made changes to the 2017 Revision in order to provide the most updated version possible.

As a reminder, this is only a guide. California has signed numerous new laws for 2017 which may take time for interpretation or revision. You should verify any information in this book. Additionally, the Department has an extensive resource site that should be visited often: SSDWEB.

Should you have any questions, comments or suggestions, please feel free to contact me.

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### 2010 Edition FOREWARD

The motivation for this guide grew out of our experiences as we went through patrol training. We saw a need for a collection of patrol resources that all Deputies had access to before patrol training and beyond.

Our intent here is to create a reference tool for the new Deputy, as well as an ongoing resource for the old salty dog.

**BE SURE TO USE THIS RESOURCE AS A STARTING POINT AND TAKE THE TIME TO VERIFY WHAT YOU USE HERE. This work simply represents our efforts to share information that was passed along to us.**

**Keep in mind that this is a living document subject to periodic changes and NOTHING IN THIS GUIDE IS INTENDED TO REPLACE ANY TACTICS, TECHNIQUES, PROCEDURES, OR OPERATIONS ORDERS.**

And of course this publication is unofficial...and completely unendorsed or approved by the Sacramento County Sheriff's Department or any other agency.

We especially want to pass on our thanks to the **Sacramento County Deputy Sheriff's Association (SCDSA)**, as well as the law office of **Mastagni, Holstedt, Amick, Miller and Johnson**. Your sponsorship and assistance with printing the 2009/2010 edition was much appreciated.

We hope you find **THE UNOFFICIAL AND COMPLETELY UNENDORSED QUICK REFERENCE GUIDE** useful. To those who provided corrections, feedback, ideas, and support for this project - **THANK YOU!** Your help has been invaluable and greatly appreciated. Keep that feedback coming. You are helping make this project a success.

## FIELD RESOURCES

### PATROL ORGANIZATION

#### Districts:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• <b>D-1</b> North West Division<br/>    - Airport</li> <li>• <b>D-2</b> North East Division</li> <li>• <b>D-4</b> North Central Division</li> </ul> | <ul style="list-style-type: none"> <li>• <b>D-5</b> Rancho Cordova Police Dept</li> <li>• <b>D-6</b> Central Division</li> <li>• <b>D-7</b> East Division</li> <li>• <b>D-8</b> South Division</li> </ul> |
|---|---|

#### Patrol Hours & Watches:

Day Watch .....	0600-1600
Evening Watch.....	1400-Midnight
Night Watch .....	2130-0730 or 2200-0800
(Stations may vary)	

### STANDARD PHONETIC ALPHABET

A <b>ADAM</b>	H <b>HENRY</b>	O <b>OCEAN</b>	V <b>VICTOR</b>
B <b>BOY</b>	I <b>IDA</b>	P <b>PAUL</b>	W <b>WILLIAM</b>
C <b>CHARLES</b>	J <b>JOHN</b>	Q <b>QUEEN</b>	X <b>XRAY</b>
D <b>DAVID</b>	K <b>KING</b>	R <b>ROBERT</b>	Y <b>YELLOW</b>
E <b>EDWARD</b>	L <b>LINCOLN</b>	S <b>SAM</b>	Z <b>ZEBRA</b>
F <b>FRANK</b>	M <b>MARY</b>	T <b>TOM</b>	
G <b>GEORGE</b>	N <b>NORA</b>	U <b>UNION</b>	

Should be used for spelling out unusual names of people or locations.

- Use phonetic classification *only* for letters which may be confusing
- Just speaking *slow enough*, clearly and *enunciating* is usually enough!

### DESCRIPTIONS OF PERSONS (include the following)

1. Sex
2. Race
3. Age
4. Height / Weight
5. Clothing
6. Hair
7. Eyes
8. Complexion
9. Name / Birthdate
10. Peculiarities (scar, tattoo, etc to aid in identification)

**Other:** last seen location, direction of travel, **WEAPONS**, SS#, Alias, X-Ref #, etc.

### CODES

- |                                      |  |
|--------------------------------------|--|
| Code 3: <b>Emergency</b>             | - use emergency lights and siren               |
| Code 4: <b>Cancel</b>                | - no further assistance needed                 |
| Code 5: <b>Stake Out</b>             | - stay away unless on call or emergency exists |
| Code 6: <b>Out for Investigation</b> |  |
| Code 7: <b>Out of service to eat</b> |  |
- 10-7: Out of Service - EOW  
 10-8: In Service

## VEHICLE STOPS

### Voiced Stops:

When you perform a vehicle stop, use the following sequence for radio traffic when contacting DISPATCH: Ex: -- **"42A2 WITH A VEHICLE STOP..."**

**NOTE:** dispatcher must open up a new screen for *on-viewed* events such as VS's, 917A's and 925's

Wait for acknowledgement from radio, then give:

1. **LOCATION**----- Watt and Marconi
  2. License **PLATE**----- 1ABC123
  3. Vehicle **DESCRIPTION**----- blue mustang
  4. Number of **OCCUPANTS**----- with two.
- \*\* Be sure to update FINAL STOP location.**

**VOICE YOUR STOP** by radio so that others know your location.

### Running Plates:

(see MDT for further information)

Registration Check (10-28A)

Common license **TYPE** codes:

- A** – Auto
- C** – Commercial
- S** – Special / Handicapped
- L** – Personalized
- M** – Motorcycle

**Standard:** I, O, and Q are not used in the first or third alpha positions of the alpha-numeric series.

**Commercial:** The letters I and O are not used in the six-digit alpha-numeric series. I, O, and Q are not used in the seven-digit alpha-numeric series



## CODE 3 DRIVING

**If in pursuit:** (High Visual Horizon - Avoid tunnel vision)

1. Give **directions of travel** and **locations** clearly.
2. Generally, no more than 3 Sheriff's vehicles will be Code 3 in a pursuit.
3. When possible, give the street names that you are *approaching*, rather than passed. (Give as much of the vehicle description as possible)

Ex: **"42A2 in pursuit of a possible stolen vehicle...(PAUSE)!!!  
...eastbound El Camino from Bell, approaching Fulton."**

4. **Give dispatcher time to dispatch cover units** before giving additional info
5. When changing directions or stopping the vehicle, give as exact a location as possible so that cover units will be able to respond.
6. Keep in mind that you should give:
  - Reason for the pursuit, (the **want**)
  - **Speed**, traffic conditions and
  - Driving characteristics of suspect
7. A pursuit is a constant **BALANCE TEST** of **risk** versus **gain**.

## RECORDS & WARRANTS CHECK

### Information Needed

- **LAST, FIRST, MIDDLE INITIAL**
- **D.O.B.**
- **(SSN, DDL#, Sex, Race, etc..)**

From **radio**: (Ch.5)

- Wait for **Records** to acknowledge, and then give request & info....  
Ex: "**Records...14A2. ....Can I get 10-29's on one...**"

From **records desk**: (874-5356 daytime hours only / 5128 after hours)

- Type of check - **Records Check** (10-28)  
or **Wanted check** (10-29)
- Number of subjects to be checked.
- Have other info ready in case Records requests it.
  - Speak clearly and slowly.
  - Record Clerks must write the information.
  - If more than one subject is to be checked, break between each.

### Wanted/ Warrant checks (10-29):

- If the request is for **10-29's** only:
  - Current **10-29's (Warrants)** in KPF
  - Parole / Probation Status (searchable)
  - Fingerprint Number
  - Relevant Remarks
  - Caution Flags
  - Special Notification Flags
  - Gang Affiliation
  - NCIC Responses
  - Missing Persons Status
  - DOJ Violent Offender / Sex Offender

Records Bureau will include the following codes with the **10-29's** -

- PC **69** (Resist / Obstruct P.O. with Threat or Violence)
- PC **148** (Resist / Obstruct / Delay PO) - BP **4140**
- PC **243b** (Battery on P.O.) - HS **11377** (re: syringes)
- PC **243c** - Selected weapons codes

### Records Check (10-28):

- Is a summary of the **ARREST HISTORY**
  - Excluding VC violations, but does include *Felony Traffic*.
- Interpreting the arrest history is complex and time consuming. It is recommended you request **10-28s** only when *necessary*.  
(or be specific as to what you want. ie..OLN status or descriptors, etc)

### Vehicle Check: (10-28A & 10-28B)

- Auto **REGISTRATION** info 10-28A
- Auto **WANTED** check 10-28b  
Ex: "Can I have A's and B's on CA 1SAM123, a Ford Mustand"



## REPORT NUMBERS

The CAD system will generate your report number (Incident Number). When you clear your call after taking a report, ensure the report box is marked “Y” on the clear screen. **You will still need to call the Communications Center to have Missing persons input into MUPS and vehicles entered into the system.** If you are not working on the CAD system (ex: Jail, RCCC, Courthouse) you will still call records or the Comm. Center to have a report number generated.

From **report desk: (874-5336 daytime M-F hours)**

- For most report numbers.

From **Communications** by telephone: **(874-5128 after hours)**

- All *stand alone* vehicle reports
- Robbery, just occurred
- Petty thefts involving license plates, tabs, VIN plates

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## VEHICLE REPORT NUMBERS

**It is no longer necessary to obtain separate report numbers** when a vehicle is involved with another crime or for multiple vehicles in the same incident.

- If a vehicle is taken during a residential burglary:  
- Use **same** report number for the burglary and the stolen vehicle report.
- If a missing person is driving a vehicle:  
Use **same** report number for the **MP report** and the **MP vehicle report**.
- If three vehicles are towed from a location during an incident.  
Use **same** report number for the *entire* incident and all *three vehicles*.

### **Officer Procedures:**

**For stored / impound / hold towed vehicle: (fresh SSD tows)**

- Use generated event/report number as your report number.
  - Use **same** report number for multiple tows in the same incident.
- Completes a Recovered Vehicle Report using the **new** report number.

**For recovered / towed vehicle: (previously stolen locally, SSD report)**

- Uses the **original** stolen vehicle report number.
- Completes a Recovered Vehicle Report using **original** report number.

**For located / towed vehicle: (previously stolen, *outside agency* report)**

- Use generated event/report number as your report number.
- Use the **same** report number for multiple vehicles in the same incident.
- Completes a *Recovered Vehicle Report* using the **new** report number.

**Note: For Recovered Stolen Vehicles: Fax CHP 180 to ACE at 875-9972**

## ARRESTS & COURT DATES

### Misdemeanor and Infraction Arrests

It is the general policy of the Sheriff's Department to release persons accused of **misdemeanor** or **infraction** offenses on a signed Promise to Appear, in accordance with **853.6 PC**.

A records check shall be made and a *Notice to Appear Citation* issued.

### Warrant Arrest

Warrant Info necessary on either the Arrest Report or Probable Cause form:

- |                                |                               |
|--------------------------------|-------------------------------|
| 1. <b>Warrant#</b> (SA Number) | 4. <b>Date</b> Warrant Issued |
| 2. <b>Docket</b> / Case Number | 5. <b>Charges</b>             |
| 3. Issuing <b>Judge's</b> Name | 6. <b>Bail</b> Amount         |

#### Some warrant examples:

##### **Arrest Warrant**

- Issued by the D.A.'s office / Sheriff's Dept.

##### **SOC Warrant** (Sheriff's Order of Commitment)

- Automatic "no bail" (order to take into custody)

##### **Bench Warrant**

- Ordered from the court. FTA's etc.

### When you may Arrest

#### Felony

With or without a warrant: May arrest at anytime of the day or night.

#### Misdemeanor or Infraction

With or without a warrant:

*There is a time limitation.*

You *must* make the arrest between 6:00am and 10:00pm, **unless**:

- The Misdemeanor or Infraction occurred **in your presence**; or
- The arrest is made in a **public place**; or
- You have a warrant which is **endorsed for nighttime service**; or
- The arrestee is already **in custody on another charge**; or
- The arrestee is taken into custody on a **citizens' arrest**; or
- You make the **arrest for violation of a domestic violence protective order**, even though it did not occur in your presence.

### In Custody Arrests

<u>Arrest Day / Time</u> (not booked time)		<u>Arraignment Day</u>
Monday	00:00 to 23:59	Wednesday
Tuesday	00:00 to 23:59	Thursday
Wednesday	00:00 to 23:59	Friday
Thursday	00:00 to 23:59	Monday
Friday	00:00 to 23:59 (Sunday)	Tuesday

**Mandatory Appearance** (When non-felony (VC 40302))

1. Fail to present driver's license
2. Refusal to give written promise to appear in court
3. Arrest for VC 23152 (misdemeanor DUI)
4. Demand immediate appearance before a magistrate

**Booking Required** (When non-felony (PC 853.6))

1. Danger to self or others. (ie, too intoxicated)
2. Med treatment needed - unable to care for own safety
3. VC requiring mandatory appearance (per 40302 / 40303)
4. Outstanding arrest warrant
5. Unsatisfactory ID
6. Prosecution jeopardized by immediate release
7. Likelihood that offense will continue or resume
8. Demands magistrate or refusal to sign citation
9. Failure to appear suspected (must articulate reasons)

**Citation Court Dates****Traffic** (Misdemeanors and Infractions)

**Court Dates Can Be  
Found On SSDWEB**

- **Carol Miller Justice Center:**
  - ADULT - **Vehicle Codes** (NO DUI's)
  - JUVENILE - **Infraction Vehicle Codes ONLY.**
  - The Traffic Div. **does not** handle **parking citations**. They are handled (pay or contesting) by the citing Law Enforcement Agency.

**Non-Traffic** (Misdemeanors and Infractions)

- **Gordon D. Schaber Courthouse:**
  - ADULT (PC, BP, HS & DUI's)
- **Carol Miller Justice Center:**
  - ADULT (**Ordinances** City/County, **Light rail**, **Fish & Game**, **Harbors & Navigation**, **California Code of Regulations**, etc.)
- **Juvenile Courthouse:**
  - All Juvenile non-traffic violations and Misdemeanor traffic

**CSI REQUEST** USE MDT FOR REQUEST!! (REQ INFO) (Special Service)**Information needed:** (Urgent calls/ CSI **priority** – with Sgt's Approval)

- |                        |   |
|------------------------|---|
| • <b>Crime</b>         | • <b>Location &amp; Phone #</b>         |
| • <b>Report Number</b> | • <b>Requested Action</b> Needed of CSI |
| • <b>Victim</b>        | • <b>Deputy Name &amp; Badge#</b>       |

CSI FOR 273.5// REPT #16-12345// V-1 JANE DOE-FACIAL INJURY, CUTS ON LEG // V-1 PH 555-1234 // 123 Main Street // V-1 REQ 10-21 WHEN CSI 924 // REQ BY CABRAL #428

**NOTE:** - CSI does not *generally* respond to recovered 10851's or misd. crimes.  
 - CSI is not needed on all crime scenes, only those scenes where the potential to gather evidence is likely. Evaluate your scene.  
 - Indicate whether or not suspect is in custody, especially in domestic violence incidents (S-1 IN CUST//S-1 STILL OUTSTANDING)

**SEARCHES** (Keep yourself updated on new case law related to searches)**Vehicle searches incident to arrest - (New case law per Grant case)**

The mere fact that a suspect was arrested in a vehicle no longer *automatically* justifies a search of a vehicle incident to the arrest.

A *warrantless search* is generally considered *unreasonable*; however, several exceptions still exist, including:

1. **A reasonable belief ("reasonable suspicion" standard) that evidence of the arrestee's crime is still in the vehicle. (specific to the arrest)**
2. "Reasonable suspicion to believe a weapon" is in the vehicle.
3. "Probable cause" to believe that evidence, contraband or fruits of a crime are in the vehicle. (Drugs/ drug odor, drug container, firearm, burglar tools, or stolen property **in plain view**, can give an Officer probable cause to believe that evidence is located inside.
4. Parole / Probation search is still valid.
5. Inventory Search is still valid. (Be Consistent)
 

**Articulation of sufficient facts is critical.**

  - a. But, must come *after* the lawful decision to tow is made.
6. Consent is still valid. (Attempt to gain consent along with other exceptions)
7. The arrestee is unsecured within reaching distance of the passenger compartment!! (per Grant case...but, this would be very poor officer safety)

**Emergency Search**

- This exception to the general warrant requirement is for a true emergency or "exigency" situation. (giving assistance during a medical emergency)

**Exigent Entries**

- Warrantless *entries* by police into a residence are presumed illegal unless justified by *consent* or *exigent* circumstances.
- "*Exigent Circumstances*" - an emergency requiring swift action to prevent:
  - Imminent danger to life or welfare (including yours); or
  - Serious damage to property; or
  - Imminent escape of a suspect ("hot pursuit"); or
  - The destruction of evidence.

**Consensual Encounters**

- Contact between an individual and an officer which is strictly voluntary.
  - The subject must remain free to terminate the contact at will.

**Detention**

- Less than a full-blown arrest, but more substantial than a simple "contact" or "consensual encounter."
  - All detentions must be based upon "*reasonable suspicion*" that - criminal activity is afoot, and
  - the person you are about to detain is connected with that possible criminal activity
- Although you can rely on your *training and experience* to satisfy "*reasonable suspicion*", there must also be specific facts present that you can articulate.

**DETENTION**

Reasonable Suspicion

**ARREST**
 Probable Cause  
(Cuffs)  
(Miranda)

**Searches During Detentions (pat-down/ cursory search; Terry stop)**

***You can't simply handcuff, pat-down, or search everyone based on "officer safety"***

- During a detention, you may conduct a limited weapons or pat-down search;  
- *If all three of the following are met. (Attempt to get consent as well)*

- 1- The search is only for weapons;
- 2- The search is only of the subject's outer clothing; and
- 3- Only when you have **specific facts** which make you feel in danger.

**Custody + Interrogation = Miranda**

- The following are some "specific facts & signs" that may make you feel in danger, or contribute to a need for a pat down, during a detention:**  
-Based on Officer's *training, experience and the given situation.*  
-Be sure to properly articulate the specific behavior & circumstances.

- |                             |  |
|-----------------------------|--|
| - Violent crime suspected   | - Suspicious bulges                          |
| - Remoteness of the area    | - Abrupt movement                            |
| - Obscure area              | - Trying to hide something                   |
| - High-crime area           | - Evasive conduct                            |
| - Late hour                 | - Citizen reports of weapons                 |
| - Number of suspects        | - Prior contacts/ trouble                    |
| - Number of officer/back-up | - Weapons/ammo/holsters                      |
| - Size of suspects          | - Warning in official bulletin               |
| - Threatening demeanor      | - <b>Other safety concerns – Articulate!</b> |
| - Suspicious clothing       | (Stay alert – stay alive !!!)                |

**Search Incident to Arrest**

- May be conducted when a person is lawfully arrested. (**custodial arrest**)
  - Including a *full search* of his person:
    - areas within his "immediate control" ("*arm's length*"), and
    - search must be "*contemporaneous*" to the lawful arrest.

**Note:**

- Miranda advisement becomes necessary when you have both:
  - **Custody AND Interrogation (The 2 Prong Test)**
    - Arrested or freedom restrained to a degree associated with arrest
- Generally**, custody does not include a temporary detention for investigation.
  - You may ask questions to confirm identification or to confirm or dispel the Officer's suspicions at the scene of a crime.
- Many good cases have been compromised because Officers and Detectives have talked themselves out of the need for Miranda.
- Juveniles must be informed of their rights...** as soon as safely possible, immediately upon detention, etc. if there is "reasonable cause for believing that such minor is a person described in Section 601 or 602, or that he has violated an order of the juvenile court or escaped from any commitment ordered by the juvenile court..." (W&I 625)

**ADDRESSES**

(Rules of Thumb per 12.24.040 SCC)

**North of the American River & East of the Sacramento River:**

- Numbers **INCREASE** to the **North & East**.
- **ODD addresses** on **North & West** sides of streets.
- **EVEN addresses** on **South & East** sides of streets.

**N / W area is Odd**  
 Odd on **N**orth & **W**est

**South of the American River & East of the Sacramento River:**

- Numbers **INCREASE** to the **South & East**.
- **ODD addresses** on **North & East** sides of streets.
- **EVEN addresses** on **South & West** sides of streets.

**South area is # "ONE"**  
 Odd on **N**orth & **E**ast

**Numbering of houses, duplexes, and businesses**

Addresses generally increase by an even amount (2, 4, 6, 8, or even 10).

This allows address to remain odd or even on a given side of the street.

**Single family homes** – addresses generally increase by 4.

**Streets with duplexes** – addresses generally increase addresses by 2.

**Streets with businesses** – addresses can increase by any amount.

**Street Signs:** (many signs show the approximate address near the intersection)

Some quick math can tell you the approximate number of houses. First find the difference between street sign (or current address) and dispatched address.

Difference of **3890** (street sign/ or current location) & **3850** (dispatched location)  
 = **40** (40 divided by 4 = **10** houses away. (approximately))

**IN-CAR CAMERA SYSTEM (Carry Your Mobile Microphone)****Evidentiary tool**

- A great tool to capture suspect audio with the **officer microphone**.
  - A recorded confession is always better than an unrecorded one.
- Truth or lies, suspect or potential suspect statement are vitally important.
  - Keep them talking or at least in the mood to talk when contacted by Det's.

**Recording tips**

- Start the system recording and switch the camera to the rear seat:
  - **Before** putting the suspects in the car.
- Turn off / down your car radio
- If possible, turn off your patrol car. (**Note:** If your car battery is low or two hours has passed, the camera system will shut off if the ignition is off)
  - **Close the lid on your laptop** so that it is not viewable to suspects

**General Tips**

- **Check focus** to be sure your video is not blurry. (auto focus & manual)
- If you zoom in with the camera to capture evidence, make sure you zoom back out to give good video evidence of entire vehicle stop.
- If using the **manual record button** on back of the camera, to capture a violation, remember that pressing the button can cause the camera to shake making the evidence less visible. **Optionally**, you can use the *manual record button on the Arbitrator software* or mobile microphone.

**USE OF FORCE**

(Per PC 835a)

**Policy**

● It is the policy of this Department that officers **shall use only that force which is reasonable**, given the facts and circumstances perceived by the officer at the time of the event, to effectively bring an incident under control.

● **“Objective Reasonableness”** of the force used must be judged from the perspective of a reasonable officer on the scene at the time of the incident.

Officers may **use force** in the performance of their duties when.....

- *They reasonably believe any of the following conditions exist:*

- In self-defense or in defense of another person
- To prevent the commission of public offense
- To effect a lawful arrest, to prevent escape, or to overcome resistance
- To protect a person from injuring him/herself
- To prevent the destruction of evidence

Officers may **use deadly force** in the performance of their duties when.....

- *The following conditions exist:*

- In **self-defense** or **defense of another person** when the officer has a reasonable belief that there is **imminent danger of death or G.B.I.**;
- To affect an arrest, prevent an escape, or recapture an escapee when the officer has a reasonable belief that the suspect has committed or attempted to commit a violent crime involving the threat of death or great bodily injury, or may cause death or great bodily injury to an officer or another person should the suspect escape. *In each situation above, where feasible, an officer should issue a verbal warning prior to firing.*

**Reporting** - Document & articulate (**Incident, Pursuit, Casualty, or Crime Rpt**)

- Reason / Authority for contact with suspect (Dates, times, and exact locations)
- Information provided to officer VIA MDT, witnesses, or other officers
- Describe officer's attire (uniform, plain cloths, badge)
- Available cover or lack of cover and identify all officers present
- If officer identified self, how was it done?
- Number of suspects (and Witnesses) present
- Prior contact with or knowledge of the suspect
- Type of weapons used by the suspect
- Directives given to suspect / how many times? Any compliance?
- Discrepancy in size / weight and demonstrated fighting skill
- Suspect's behavior / actions / words / stated threats (in detail)
- Suspected drug or alcohol use by the suspect
- Type of force used to overcome resistance/ affect the arrest/ prevent escape
- Evidence collected; description of injuries/ pain (suspect or officers)
- Medical treatment or a lack of treatment (suspect or officers) -ID medic #'s
- Document potential for injury to citizens and risk of escape
- ID and interview all witnesses      •Document officer's training and experience
- Time of supervisory notification and to whom      •Lighting conditions

Always be mindful of  
**Positional Asphyxia &  
Excited Delirium**

Documentation required for all applications of force, absent "routine" control holds and handcuffing (that do not result in injury). Documentation is required by ALL parties at the incident. One officer cannot cover another officer's use of force, each must write their own supplemental AFR report. (General Order 2/11)

**IV. Reporting (USE G.O. USE OF FORCE - to answer/address info in report)**

- A. Any use of force which results in a visible or reported injury shall be documented utilizing the Automated Field Reporting (AFR) system.
- B. Any application of force or use of deadly force, as described in Appendix A of this order, against any person by an employee of this Department (sworn or non-sworn) shall be documented using the AFR system.
  1. AFR documentation is not required for the use of handcuffs, shackles, or other restraint devices when used to restrain prisoners for security or transportation purposes only or control holds unless the application resulted in a visible or reported injury.
  2. The use of particular weapons, such as chemical weapons, may also require the completion of additional forms as required by Department policy and / or state law. This includes any incident as outlined in Section 835a PC.

## REPORT WRITING EXAMPLES

### Synopsis:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Elements of the crime(s)</li> <li>• Suspect (known or unknown)</li> <li>• Relationship</li> <li>• Victim disposition</li> <li>• Describe injuries</li> </ul> | <ul style="list-style-type: none"> <li>• Suspect's disposition</li> <li>• Weight of suspected drug</li> <li>• No dates, times, names, addresses, or actual dollar amounts.</li> </ul> |
|---|---|

### Example

Suspect and victim are married. Suspect punched victim three times in the face causing a black eye and bloody nose. Victim declined medical attention. Suspect fled prior to officers' arrival.

Suspect entered victim business, pointed a handgun at the store clerk and demanded money. Clerk complied giving suspect money from the cash register. Suspect fled, in a white Buick, prior to officers' arrival.

### Booking Form Synopsis Options: (SSDWEB/KPF Booking Packet)

This area can also be used to list addition charges

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• #3 PC 459 Burglary – Felony</li> <li>• #4 PC 451 Arson – Felony etc</li> </ul> | <p>Omit reference to ESP/ ETS/ ACE devices on the booking form.</p> |
|---|---|

Can also contain the phrase:

- "SEE PC FORM" (Document arrest on the PC Declaration form)
- Or can be used to document an arrest for PC 647(f)
  - Will serve as the complete offense report



**Narrative: (Not a complete narrative, just a few verbage examples)**

- Chronological order of officer's actions – in paragraph format
- Document dates and times
- “ fire, medical, CSI, etc...
- Articulate reason for contact/search
- Articulate probable cause for arrest
- Identify all persons interviewed
- Identify persons by V, W, or S
- Brief summaries of statements;  
- 3-4 sentences then:  
(See attached statement)

**1847 hrs, 01/09/17 (Monday):** I, Deputy J. Webb #007, (Unit 10D1) was dispatched to a call regarding suspicious circumstances. The text of the call indicated that a female voice was screaming and that there were sounds of a possible physical fight occurring.

I saw a subject (later identified as RUSSELL, James W. DOB: 10-31-60) bleeding from his head. It appeared he was unconscious. I requested the Fire Department and an Ambulance in order to treat him.

**0037 hrs:** I spoke to Witness #1, who was identified as SUTTER, John DOB: 02-04-70. SUTTER told me that he saw a male subject (later identified as Suspect #1 CONN, Ira DOB: 07-11-6) enter the store while pulling a mask over his face. (See Witness Statement).

**1433 hrs, 01-14-17 (Saturday):** I, Deputy A. Omega #26, as unit 29B1, saw a WMA riding a bicycle on Madison Avenue, east of Manzanita Avenue. This subject was later identified as MILES, Dusty DOB: 11- 07-69. MILES was riding against traffic and was observed to ride through the intersection in a westbound direction against a red light (21200 CVC). I stopped him using the patrol car's emergency lights.

I asked MILES for identification and he gave me a California Identification Card (A9909009). When I checked him through records, I was advised that MILES had an active no bail warrant for Burglary. I advised MILES he was under arrest for the warrant and I handcuffed him.

In looking through MILES' zippered nylon bag attached to the bicycle handle bars, I found a lock pick set that contained two tension tools, four picks, a pair of pliers, and a key ring with seven keys on it. One of the keys was stamped "Toyota" and it appeared to have been filed around the teeth area. I subsequently charged MILES with possession of burglary tools (466 PC).

**1900 hrs, 01-27-17 (Friday):** I, Deputy B. Dog #1234, was assigned to 4 West of the Sacramento Count Main Jail as a floor officer.

**2025 hrs:** I conducted a cell search in the 200 pod, cell 205. This cell is assigned to inmates DAVIS (X-1232525) and Smith (X -3215252). During the cell search I located a ripped bed sheet fashioned into a rope hanging out of the toilet bowl of the cell. The rope extended down into the drain at the bottom of the toilet bowl. I pulled on the rope and .....

**Statements:**

(Remember to stay impartial)

- Start with background info / describe relationship, if any
- Keep statements separate from other W, V, or S statements
- Do not place statements in narrative portion of report
- Use quotes when appropriate
- Audio or video interview if possible
- Use paragraph format
- Include details of incident / crime
- Include suspect description & suspect vehicle
- Include description of weapons
- Describe all injuries (ie. Punched me, that's how I got this black eye)
- If someone says "I was with/at my friends" or similar, fully ID the friend
- Talk to *everyone* on scene (children also)
- If someone at the scene refuses or is unable to provide a statement, ensure they are properly identified and added to the report and narrative as having been present but that no statement was obtained and why (they refused, were medically unable, etc.)

**2020 hrs, 01-28-17 (Saturday):** I, Deputy D. Cooper #213 (Unit 38E1) spoke to Witness #1, VALE outside the Circle K store. VALE told me the following in summary:

About 5 minutes ago, I drove to the store to buy groceries and gas. I saw a guy put on a mask and go inside the store holding a gun. He was a white male adult, about 30 years old, approximately 6 feet tall, and weighed about 180 pounds. The mask was like those worn on Halloween, a monster face that covered his entire face. The gun was black and had a long barrel.

He ran back outside a few minutes later and I heard him yell,

"You better stay inside or I'll shoot you"

Then he got in a small red car and sped off around the back of the store.

**End of Statement****Observations:**

- Use paragraph format
- Ask "what's important"
- Avoid including your personal opinions
- Just tell what you saw, not what you think it means
- Do not avoid stating the obvious Document Crime scene in detail

**"Observations"**

The Victim's residence is located on the north side of Hurley Way, just east of Howe Avenue. The structure is a single family, single story dwelling. The front door to the residence is located on the south side of the structure.....

- **Buildings** are typically described from the front door or main entrance and then proceed in a *clockwise* direction. Use the same method when describing the interior. A specific room is likewise described from the doorway and what is seen in the same clockwise direction. By following this format, you will establish a systematic pattern in how you look at an area and cover it more thoroughly with less chance of missing something.
- **Crime scene descriptions** begin with what you first observe upon arrival. Continue your description in the *chronological* order that you encountered items. Include approximate lengths or distances, heights or sizes, and any other means of quantifying an object or injury.
- **Document the description of weapons.**
- **Be specific when describing common items.** A knife can mean any kind of cutting instrument. A lock blade, three inch blade, folding hunter style, with a simulated wood grain handle provides a better description. Include serial numbers and model numbers when available.
- **Document victim's and suspect's injuries- be specific.** Note the type of wound, location, size, color(s), and if blood is present; is it oozing, coagulated, or scabbed over. Remember, pictures are great evidence, but if the camera fails, the observation noted in your report will be the only evidence to present in court later.

**To file, or not to file:**

**If you are able to include your own pictures taken at the scene of a victim's injuries, property damage, etc. (in addition to CSI) before they get a chance to clean up, refuse CSI, etc., include them with your report and the DA will be more inclined to file.**

**Further Investigations:**

- Actions that you want another officer or detective to do.
- Do **not** include things that are normally done as part of a specific unit's normal responsibility.  
ie. Have CSI check for fingerprints for possible matches, check for similar cases, submit for warrant, and evaluate report as deemed necessary.
- The Further Investigation page is usually short and only contains a few things that you want done in order to complete the case.

**"Further Investigation"**

Contact JONES/ V1 and take his statement. JONES was in surgery upon my arrival at the hospital.

Obtain photograph of WILLIAMS/ S1 and conduct photographic line-up with witnesses SMITH and ALLEN

Attempt to contact the registered owner of the suspect vehicle (CA 1ABC123) and determine who had possession of the vehicle at the time of the crime.

## AFR TELEPHONE DICTATION      CALL (916) 875-5464

**Getting Started** (Don't be worried about your first time...not as bad as you think)

- Speak slowly and clearly. Avoid background noise –radio, wind etc...
- Be prepared with dates and times, etc. as to minimize corrections.
- Spell difficult names and streets. Using the phonetic alphabet helps,
- Giving your name and identifying information at the beginning of the report makes it unnecessary to give it on every form. (Confirming rpt # is good idea)
- When dictating several continuation reports, *please give statements after all other pages* (Narrative / Observations / Further Investigation)

### Logging In

After the greeting enter the following information.

- **User ID** – Seven digit PIN
- **Location** – 1 for North & 2 for South
- **Badge Number** – 001427
- **Incident Number** – 0012345
- **Priority Codes:**
  - 11 - In custody arrest; immediate follow-up; media covered event.
  - 22 - All not in custody, but priority reports.
  - 33 - Traffic narrative reports for contract cities.
  - 44 - All citation reports.
  - 55 - All other non priority reports
- Press 2 to begin dictation
- After you have logged in, begin dictation with the following info
  - **Rank & Name**                      - **Jurisdiction**
  - **Badge Number**                    - **Report Number**
  - **Division**                            - **Report Form Type**

### Dictation Keypad Functions:

- |                        |                   |  |
|------------------------|-------------------|--|
| • End                  | <b>5</b>          | If you don't press <b>5</b> before hanging up your report will not be sent to the transcribers. You will have to call back and press <b>5</b> to end the dictation |
| • Pause                | <b>2</b>          | Press <b>2</b> again to resume dictation   |
| • Short Review         | <b>3</b>          | Review last few words, <b>2</b> to resume  |
| • Incremental Review   | <b>7</b>          | To reverse, then <b>3</b> to listen, <b>2</b> to resume  |
| • Entire Report Review | <b>77</b>         | To reverse to beginning, <b>2</b> to resume  |
| • Fast Forward         | <b>4</b>          | To fast forward, <b>3</b> to playback, <b>2</b> to resume  |
| • Go To End            | <b>44</b>         | to go to very end, <b>2</b> to resume  |
| • To Edit              | <b>3, 7-3, 77</b> | Find where editing is to begin with <b>3, 7-3, or 77</b> . Press <b>2</b> to stop playback, then <b>2</b> again to resume.   |
| • To Restart Report    | <b>10*2</b>       | Discards report, allowing dictating from beginning   |
| • Additional Menu      | <b>10</b>         | Additional menu options  |

**DICTATING A REPORT:****State Report Being Used** - (State if AFR Incident, or AFR Supplemental Report)• **Report Number** – Year, Report Number-7 digit number (07 is not part of rpt #)• **Master Status**

- |                         |   |
|-------------------------|---|
| - Active Case           | - Missing Person Clean-up                     |
| - Cleared By Arrest     | - Pended Case ( <b>not solved, no leads</b> ) |
| - Exceptional Clearance | - Warrant Request                             |

• **Initial Status:**

- |            |  |
|------------|--|
| - Citation | - Investigation ( <b>specific Det. leads</b> ) |
| - Custody  | - Pended                                       |

• **Associate Types:**

- |                         |                       |
|-------------------------|-----------------------|
| - 5150 Report           | - Information Report  |
| - AOA Report            | - Lost / Found Report |
| - Crime / Arrest Report | - Watch Summary       |
| - CSI Request           |                       |

• **Activity Notes** (Synopsis)• **Offense Date/Time** – From/ To (Use actual date and time, not “today’s date”)• **Save As (in the following order):**

- |                                  |  |
|----------------------------------|--|
| - Report Date & Time             | - Group Type:  |
| - Division (officer agency name) | <b>General</b> - Days, Evenings, Nights.                 |
| - Report Name                    | <b>Priority</b> - (all in custody or immediate approval) |

• **Suspected of using:** Drugs, Alcohol, Computers, or Not Applicable• **Location Type:** There is only one category for residence, but there is no “business” category. Be specific. Give the type of business (convenience / grocery store, gas station, field, construction site, etc.)• **Bias Motivation (if necessary):** race, religion, sexual orientation, etc.• **Location of Offense:** Street address or intersection.• **Violations:** Crime code section, title, category (Primary charge first).**Participants: Victims, Witnesses, and Suspects:****Participant Type:** *Victim* - confidential or business*Witness* - confidential or not*Suspect* - or arrested suspect**Participant Name:** Last, First Middle, Suffix**Participant Address****Participant Telephone Numbers:** Need all of them at this point  
(home, business, cell, message, etc.)**Resident Status:** In SSD Jurisdiction, out of SSD Jurisdiction, or Unknown**Race****Sex****Date of Birth**

- **Participant *Employer* Info**– Must be given after each **V, W, S**, etc (if known)  
Employment Status:

- |             |                       |
|-------------|-----------------------|
| - Full time | - Unemployed /Retired |
| - On Leave  | - Unknown / Military  |
| - Part time |                       |

Employer Name, Address, Work Hours, Days Off, Additional info (if any)

- **Participant *School* Info** – If available, except for victim business  
School Name, Grade, Year, Additional Information, and Address
- **Participant *Additional Info*** – If available  
DL Number and State, Other ID type and number, Casualty Info (as necessary), X-ref #, Misc. Address

- **Type of *Victim*:**

- |                                     |   |
|-------------------------------------|---|
| - Individual                        | - DV Related (yes or no)                        |
| - Law Enforcement Officer           | - Violation relations to victim                 |
| - Other Business Victim             | - Participant relationship to other participant |
| - Organization Affiliation (if any) |   |

- **Suspect Information** (Please state if suspect was arrested)

- **Information in Following Order:**

- |                                     |   |
|-------------------------------------|---|
| - Last, First, Middle, Suffix       | - Height / Weight   |
| - Address                           | - Build   |
| - Phone numbers                     | - Clothing description  |
| - Race                              | - Place of birth  |
| - Sex                               | - Organization/Affiliation                                    |
| - Date of Birth                     | - Nickname  |
| - Age (approx., if DOB is unknown)  | - Attributes (hair color/style, eye color, facial hair, etc.) |
| - Employment Information (If known) | - Identifying Features (scars, tattoos)                       |
| - School Information (if known)     | - Weapons used  |
| - DL Number/State                   | - Relationship to other participants                          |
| - Other ID type and number/ X-Ref # |   |

- **Method of Operation:** » » » » (see next page) » »

MUST HAVE:

- 1) **Place of Activity** 2) **Surroundings** 3) **Structure,**

OPTIONAL:

- 4) **Alarm System** 5) **Evidence Left at Scene** 6) **Target**  
7) **Point of Entry** 8) **Method of Entry** 9) **Suspect Actions**

- **Narrative, statements, observations, further investigation:**

Dictate in above order, stating which type you are dictating. It is not necessary to give "header" information for interviews.

» » » » » **Method of Operation:****1) Method of Activity**Business **MUST**

Field/Woods

**HAVE**

Highway / Road / Alley

Lake / Water

Other / Unknown

Park / Playground

Parking Lot

Rental/Storage Facility

Residential

Structure

Vehicle Yard

**2) Surroundings**Business **MUST**

Construction Site

**HAVE**

Industrial

Institutional

Open Space

Other / Unknown

Recreational

Residential

School

**3) Structure**

Apartment / Condo

**MUST**Church / Synagogue / Temple **HAVE**

Convenience Store

Drug Store/Medical

Duplex / Townhouse

Entertainment / Recreational

Fast Food

Financial Institution

Gas Station

Mobile Home

Not Applicable

Other / Unknown

Public / Government Building

Restaurant / Bar

Retail

School / College

Single Family House

Vacant Structure

**4) Alarm System**

Alarm Activated

Alarm Set

Disabled Alarm

No Alarm System

Not Applicable

**5) Evidence Left at Scene**

Blood Body

Fluid

Fingerprints

Shoeprints

Weapon

**6) Target**

All Rooms

Bathroom

Bedroom

Cash Register/Drawer

Classroom

Closet

Dining Room

Display Items

Family Room

Garage/Carport

Kitchen

Living Room

Office / Den

Other / Unknown

Person

Safe Box

Shop

Storage Area / Shed Ate

/ Drank on Premises

Vending Machine

**7) Point of Entry**

Adjacent Building

Basement Door

Duct/Vent Front

Ground Level

Other/Unknown

Rear

Roof/Floor Side

Sliding Glass

Upper Level

Wall Window

**8) Method of Entry**

Body/Force

Bolt Cutters

Brick/Rock

Channel Lock

Door Kick

Door Punch

Hid in Building

Key/Slip

Lift Out No

Force

Other/Unknown

Pry Tool

Saw/Drill

Tape/Wire

Window Smash

**9) Suspect Actions:**

Masturbated

Bound/Gagged Victim

Disabled Alarm

Disabled Phone/Electric

Disrobed Fully Partially

Drug Related

Entered Occupied Building

Entered Unoccupied Building

Fired Weapon

Forced Victim to Move

Injured Victim

Knew Location of Hidden Cash

Knew Victim

Molested Victim

Other Ripped/Cut

Clothing Suspect

Armed Threatened

Victim Used Lookout

Driver

Use Matches/Smoked at scene

Used Victim's Tools

Vandalized/Ransacked

Vehicles Needed for Loot Wore

Gloves

Wore Mask or Disguise

**SUPPLEMENTAL REPORT:**♦ **Report Number** – Year, Report Number♦ **Status:**

- Active Case
- Cleared by Arrest
- Exceptional Clearance
- Missing Person Clean-up
- Pended Case
- Warrant Request

♦ **Supplemental:**

- Additional suspect
- Additional victim/witness
- Additional property
- Additional vehicle
- Additional arrestee
- Officer's narrative
- (Sup. to incident or traffic report)

♦ **Save As (in the following order):**

- Report Date & Time
- Division
- Report Name
- Group Type:
  - General:** Days, Evenings, Nights,
  - Priority** (all in custody or immediate approval)

**PARTICIPANTS: Additional Suspect, Victim, Arrestee, Etc:****Participant Type:** *Victim* - confidential or business*Witness* - confidential or not*Suspect* - or arrested suspect♦ **Participant Name:** Last, First, Middle, Suffix♦ **Participant Address:** Home♦ **Participant Telephone Numbers:** Need **all** of them, Home, Cell, Work, etc..♦ **Resident Status:** In SSD Jurisdiction, out of SSD Jurisdiction, or Unknown♦ **Race / ♦ Sex / ♦ Date of Birth****Participant Employer Info** – **Must be given after each V, W, S, etc. (if known)**

Employment Status:

- |                         |                        |
|-------------------------|------------------------|
| - Full time / Part time | - Unemployed / Unknown |
| - On Leave / Retired    |                        |

Military

Employer Name, Address, Work Hrs, Days Off, Additional info (if any)

**Participant School Info** – If available, except for victim business

School Name, Grade, Year, Additional Information, and Address

**Participant Additional Info** – If available

DL Number and State, Other ID type and number, Casualty Info (as Necessary), X-Ref number, miscellaneous address.

♦ **Narrative, statements, observations, further investigation:**

Dictate in above order, stating which type you are dictating.

It is not necessary to give "header" information for interviews.



**AFR Keyboard Shortcuts:**

- **Alt + Arrow Down:** - Pulls down the **drop down list**
- **Alt + Underlined Letter:** - Perform the corresponding command or option on screen button
- **Ctrl + T:** - Enters **current date** in a date field.
- **Enter:** - Perform the command for the active option or button.
- **Spacebar:** - Select or clear a check box or same as enter.
- **Shift + Tab:** - Move **backward** through the fields.
- **Tab:** - Move **forward** through the fields
- **Ctrl + Enter:** - Creates a **page break** (in narrative)
- **F7:** - Select previously entered **addresses** and **names**, place the cursor in a name or address field.
- **F5:** - In Report Central, will **show reports for download**.

**AFR Tips:**

- **FI's** –Are a stand alone type of mini-report that can be completed in the field for gathering information on suspicious persons.
- **Activity Notes (Synopsis):** This is public information and is used to specify the elements of the crimes and general information such as a suspect being arrested. It should not contain names, specific addresses, specific dollar amounts or drug weights.
- **Save As** window:
  - *Report Name* is NOT optional.
    - Enter the crime code and participant name OR
    - Enter a specific name for YOUR particular Supplement
      - I.E. – WIT Smith Statement or Scene Observations, etc.
  - Enter YOUR DIVISION in the *Agency* drop down menu. This “brands” the report with the correct division name.
  - Check to make sure the correct *Group* for that particular report
    - I.E. – Priority or General
- **Activity Attachments and Participant Attachments**
  - Limit to .pdf files and LOW resolution .jpg photographs
  - DO NOT attach .wav (sound) files, or .mpg/.mov/.wma (video) files, or .bmp (picture) files. They are way to large and bog down the system/application.
- **Scanned documents:**
  - Keep the original for one week after submission of the report to Tracking and Approval.
  - Then place it in confidential waste.
- **Narrative, etc..**
  - No dashes for V1, W1, S1
  - DV or sex related do not use 13700, and use Doe in report.

[illegible]

[illegible]

## ASSET SEIZURE GUIDELINES

### MINIMUM THRESHOLDS SEIZE IF:

1. **CASH:** \$300.00+
2. **VEHICLES:** \$5,000.00+ in value/equity
  - Be realistic, calculate low book value if possible.
  - In order to seize under the "**facilitation**" theory (**11352 / 11379 H&S**) must be transporting a minimum of:
    - 57 grams *substances containing* Cocaine HCL or Meth; or
    - 28.5 grams of Cocaine HCL or Meth; or
    - 14.25 grams of substance containing Heroin or Cocaine Base; or
    - 10 lbs of Marijuana, Peyote or Psilocybin
  - In order to seize under the "**proceeds or exchange**" theory:
    - There is NO weight requirement.
3. **PERSONAL PROPERTY:** \$1,000.00+  
(Item's value in its current condition, not new.)

### WHO & HOW TO SERVE: (Forms attached to packet)

1. All interested parties must be served personally.
  - When in doubt serve anybody that could have a legitimate claim to the asset.
  - All interested parties must be served with:
    - "**Notice of Initiation of Asset Forfeiture Proceedings**"
    - "**Claim Opposing Forfeiture**".
    - "**Civil Case Cover Sheet**"
  - If interested party elects to disclaim the seized items, he/she must sign a "**Disclaimer of Ownership in Property**"
    - In addition to being served with the **notice** and **claim**.
    - **Service of a disclaimer only, is not adequate service under the law.**
  - Receipts for property seized *must* be provided in accordance with Section 1412 PC.
2. Must have a Narcotics Sales/Transportation/Manufacturing case.
  - Specifically:
 

11351, 11351.5, 11352, 11355, 11359, 11360, 11378, 11378.5, 11379, 11379.5, 11379.6, 11380, 11382 11383 H&S **or** 182 PC **or** Conviction for any of these offenses within 5 years of this seizure.
3. Read (when possible) the "**Notice of Initiation of Asset Forfeiture Proceedings**" form to the suspect(s) and have him/her sign it.
  - If they refuse to sign, write "refused" on the "Signature of Interested Party" line.
  - Give them a copy of the notice.
  - All interested parties must be given:
    - Blank "**Claim Opposing Forfeiture**" and
    - Blank "**Civil Case Cover Sheet**",
    - Copy of the "**Notice of Initiation of Asset Forfeiture Proceedings**".
  - The interested parties are responsible for completing the form and filling it with the courts and the DA's Office within 30 days of the service.

4. Offer the suspect(s) the “**financial questionnaire**” even if they invoke Miranda.
  - Keep in mind this is a civil action; however, if they invoke Miranda, do not question them apart from the questions in the financial questionnaire.
5. Forward **original notice** (and *disclaimer* when applicable) and a **complete copy of report** to:
  - Greg Boltz at SSD *Narcotic/ Gangs Division* (mail code 04-293) *as soon as possible*.
6. If you have any questions or need assistance, contact:
  - SSD Asset Seizure Coordinator (Greg Boltz) at:  
**876-5475**
  - D.D.A (A.J. Pongratz) at:  
**874-5775 or 874-5893**

**Note:** The “**Notice of Initiation of Asset Forfeiture Proceedings**” form **must** have the **District Attorney’s address** - P.O. Box 749, 901 G Street, Sacramento, CA 95814 - on it. (Some of the older forms lack the address)

### **ELECTRONIC CASE REFERRAL FOR SEIZED ASSETS**

- **The DA does not need the official packet.**
- **A simple informal email will fulfill the legal requirements of HS 11488.2.**  
**(Or you can use this (below) more formal outline)**

1. Name and DOB of all interested parties
  - This includes registered owners and lien holders of vehicles
2. Date and location of seizure
3. Your agency’s report number
4. Description of all assets seized
  - It is unnecessary to include approximate values of vehicles or property in your e-mail but please remember to do so on your intake worksheet
5. Whether or not interested parties were personally served with a:
  - “Notice of Initiation of Asset Forfeiture Proceedings”
6. A statement asserting probable cause for the seizure, to wit:
  - “*The officer who initiated the seizure reasonably believes that there is a sufficient nexus between the seized asset(s) and narcotic trafficking as required by Health and Safety Code § 11470 et seq.*”  
 -(Per D.D.A. Pongratz, if the officer either seized the asset as **proceeds of** narcotics trafficking or served the subject with a *Notice of Initiation of Asset Forfeiture Proceedings*, you have sufficient evidence that the officer had a reasonable suspicion of a nexus pursuant to 11470 (i.e. probable cause); your statement only relays the officer’s reasonable suspicion.)

**Send your “electronic case referral” (email) to DA’s Office W/in 15 Days:**  
**gboltz@sacsheriff.com (Greg Boltz)**

## RAMEY IN A NUTSHELL

**The Ramey Rule:** Generally, officers may **not** enter a home to arrest an occupant merely because they have "*probable cause*" to arrest. They must also have the legal right to enter.

### When officers must comply with Ramey

- **Officers entered a protected structure:** in which a person had a reasonable expectation of privacy; and...
- **Purpose to arrest:** Officers entered with intent to arrest an occupant.

### How to comply

#### **To enter the suspect's home:**

The following constitute legal grounds for entering the suspect's home for the purpose of arresting the suspect:

#### **Warrant issued:** (Three Requirements)

- **Type of warrant:** A conventional arrest warrant or Ramey warrant for the suspect had been issued.
- **Probable cause suspect inside:** There was probable cause to believe the suspect was inside when entry was made; and...
- **Knock-Notice:** Officers complied with the knock-notice requirements unless compliance was excused for good cause.

#### **Exigent circumstances:** (Two Requirements)

- **Emergency:** Officers were aware of exigent circumstances that justified an immediate, warrantless entry; and...
- **Knock-Notice:** Officers complied with the knock-notice requirements unless compliance was excused for good cause.

#### **Consent:** Officers obtained consent to enter.

### To enter a third person's home:

In addition to the above requirements, a **Steagald search warrant** for residence is needed along with the Arrest warrant or Ramey warrant for the suspect.

## RESTRAINING ORDER INFO

### **Emergency Protective Order** (Only good for up to 7 days)

May be requested by phone; contact:

- **On call Judge(s),** • the **PJ's office (874-5487)** (0800 – 1700),
- Or **County Operator (874-6900)**, if after hours.

The original completed EPO shall be forwarded, within two days, to the family law records lead worker at:

3341 Power Inn Road, room 102, Sacramento CA 95826 or  
Sacramento County inter-office mail (code 101-101)

### **Temporary Restraining Order**

3341 Power Inn Road, William Ridgeway Family Relations Courthouse

- Room 100 (Be there by 08:45 M-F, excluding court holidays)
- (*Classes start at 09:00 and last for approx. 2 hours*)

**Civil Restraining Orders:** 720 9<sup>th</sup> Street, Gordon D. Schaber Courthouse

**LANGUAGE LINE SERVICES**

(GOOGLE translation is also a GREAT TOOL!!)

**Phone Number: 1-800-523-1786****Account Number: 598159 PASSWORD: Badge #****240+ Languages****Follow this sequence for every call:**

1. Know what information you are trying to get before you dial **1-800-523-1786**
2. When the call center service representative answers, provide with:
  - **SSD Account Number: 598159**      **PASSWORD: Your Badge #**
  - **Your First & Last Name**
  - **Language(s) Needed**
3. Brief the Interpreter. Summarize what you wish to accomplish and any special instructions.
4. When the interpreter has received your request, if you are not using conferencing or speaker phone, give the phone to the subject
5. When the interpreter has secured the information, he will instruct the subject to return the phone to you.
6. Interpreter will relay the information to you and await further requests.
7. When you have concluded use of services, say "END OF CALL"

**LANDLORD TENANT DISPUTES****Eviction steps: - THIS IS A CIVIL MATTER!!**

- Landlord must start the eviction process with the appropriate **3, 30, 60 day notice written notice**.
  - May be given to correct violations of conditions of lease or rental agreement. Must be legally correct & served to all adults who rent.
  - Landlord may terminate month-to-month tenancy
  - Even if tenant has not violated provisions of rental agreement.
- **Unlawful detainer**
  - If tenant does not comply with written notice the landlord can begin the legal process by filing an unlawful detainer with the court
  - **has five (5) calendar days to file a response with the court**

**IT MAY BE NECESSARY TO ASSIST WITH STAND-BY's for disputes, however, do not forget this is a civil matter. Being familiar with this information will assist YOU with dispute, but it is not to give legal advice.**

**Unlawful conduct by landlord: THIS IS A CRIMINAL and/or civil MATTER!!**

- Tenant lockout (**PC 418**)
- Seizure of Tenant property (**PC 418**) without court order
- Removal of doors or windows (**PC 594**)
- Termination of services- gas, electric, water (**Cal Civil Code 789.3**)
  - (Tenant may allege landlord action, when utility company cuts off)
- Trespass without permission, except if entry is reasonable
  - Such as to repair water or investigate smoke.
  - If tenant consented in lease to landlord entry at will- No trespass.
- Landlord has legal obligation to keep premises they rent in condition fit for human occupancy and repair defects. (**Cal Civil Code 1941,1941.1**)

**COURTROOM TESTIMONY (Read Your Report and bring to Court!)****Report writing**

- Start by writing as complete a report as possible to:
  - establish & articulate **"elements of the crime(s)"**
  - **"document significant facts"**
  - **"refresh your recollection"** in court

Prop 115 Hearsay  
Testimony

- At prelim only.
- Allows officer to testify to what was told to him.

- Yes, police reports are intended to cover **important details**.
  - **But, not every conceivable detail** (it is a **SUMMARY** not a transcript)
- The difference between **"all significant facts"** and **irrelevant details**:
  - will always be debated by the DA and Defense:

(The perfect report remains elusive, but it is still worth trying for)

**Preparing for court****Review booking/ arrest photo of suspect**

- Be prepared to recite **your training and experience**: (*your dept resume*)
  - Academy, classes, seminars, and assignments (length / hours)
  - Your agency & how long employed
  - Current duties & how long in assignment
- **Review your report**, as well as the **complete** report, before you go to court,
  - In order to **"refresh your memory"** on the stand.
  - To testify effectively you must have command of the facts of the case.
  - Also, take the time to review and know all elements to crime(s) charged!

**Transcripts**

- If you gave evidence at a prelim or suppression hearing you may obtain a copy of your transcript (from DA). Read it over carefully to:
  - help **refresh your memory** & to help **spot anything that is incorrect** -be sure to let DA know before you take the stand

**Testifying****Always tell the truth- Remember you are not a stakeholder!**

- DA may start by establishing some initial facts and elements, such as:
  - Sworn PO, full uniform, marked patrol vehicle, County of Sacramento
  - Your training. ie - academy, report writing, prop 115 hearsay testimony instruction, and other training, duties and assignments.
- Documents taken up to the witness stand, and used to prepare for your testimony, are discoverable to DA and Defense.
- Do not automatically read from your report when asked a question. You can ask permission to **"refer to your report"** in order to **"refresh your memory."**
- Just answer the question asked Simply articulate the facts as you know them Don't volunteer information or give narrative answers
- You may seek permission to explain an answer to prevent misunderstanding. -"The answer is yes, but with the court's permission, may I explain the answer, to prevent a misunderstanding?"
- It may also be appropriate to simply answer "yes/no" and wait for the opposing attorney to request an explanation, or rehabilitate the answer, on redirect.

Avoid excessive technical "cop-talk"



- If you are asked a confusing question that you don't understand;
  - The jurors probably didn't understand either. (Don't guess at an answer)
- It's OK to say "I don't understand", "*can you rephrase that please*" or "I don't know"

### Impartiality

Give the DA and Defense the same respect

- Don't try to be an advocate for either side. (You are an impartial fact finder!!)
- Your testimony will have significantly greater weight if you;
  - show an impartial, unbiased attitude.
- Your testimony should convey a sense that your only objective is to;
  - present the facts as they are and "just let the chips fall where they may"

### Professionalism

This is absolutely crucial to your testimony

- Professionalism gives weight to an Officer's testimony.
    - **Always** stay, **calm**, **composed**, and **in control**.
    - **Never** get sarcastic or become argumentative
- ie, "of course I did" or "as I've already told you"

### Avoiding traps:

#### Cross-examination about police reports

Your report is **NOT** evidence.  
**YOUR TESTIMONY IS EVIDENCE.**

- Attorneys often try to undermine an officer's credibility by pointing out:
  - differences between your testimony in court and something you wrote in your police report; or
  - That the officer testified to something that was not included in his report.
- Don't be defensive about not putting **every conceivable detail** in your report or prior testimony. (This is often a tactic to get you defensive and agitated)
- If something, which turned out to be truly important, was omitted:
  - **don't get defensive, make excuses, or cover up a mistake**
  - be humble and admit the mistake. (It may add to your overall credibility)

### Did you talk to the DA?

- Don't get defensive. There is nothing wrong with talking to prosecutors or other officers about a case. So if the answer is "yes", just say so.
  - And do not feel compelled to offer any explanations or excuses.

### Answering questions

Questions asked by lawyers are **NOT** evidence

- Give each question some thought and try to respond as directly as possible.
- **Listen carefully**; if an attorney misstates your testimony, takes words out of context, or summarizes testimony incorrectly with an unfair "spin", **say so**.
  - ie, "no, that is not correct" (**Don't be defensive or sarcastic**)
  - They may start with; "*you previously stated*", or "*would it be fair to say..?*"
- Be aware of the "**smoke n' mirrors & misdirection**" magic show trial tactic.
  - Attempts to takes the focus off truly important facts of the case and gets "wrapped around the axle" on unimportant details or minor inconsistencies.
- **DO NOT** take vigorous questioning by an attorney personal.
  - If it's a **prelim** then the judge is already familiar with some of the same "stock" questions used to make you, your report, or testimony look bad.
- Your **PROFESSIONALISM AND DEMEANOR** on the stand is critical!!
  - there is nothing worse to a jury than an arrogant officer.

The Jury will NOT see your report. YOUR testimony is key! If you are not asked the proper questions, give the details from your report you think are important within your testimony. This could make/break the case.

## RADIO CHANNELS

### **Multiple Channel operation:**

- Times are *approximate* and subject to change - depending on need.
- Dispatcher will advise - always listen to your dispatcher!!

### **Normal Two Channel County Wide Operations:**

- are one channel north and one channel south.

### **Split Channel Operations:**

- are two channels north and two channels south.

Time	Channel Operation	NW1	NE2	NC4	CENT6	South8	East7/RCPD5
06:30	Two Channel	Ch.1	Ch.1	Ch.1	Ch.3	Ch.3	Ch.3 / Ch.3
11:00	Split Channel	Ch.1	Ch.2	Ch.2	Ch.3	Ch.3	Ch.3 / Ch.3
01:00	Two Channel	Ch.1	Ch.1	Ch.1	Ch.3	Ch.3	Ch.3 / Ch.3
03:00	One Channel	Ch.1	Ch.1	Ch.1	Ch.1	Ch.1	Ch.1 / Ch.1

### **Radio Zones:** (Note: these selections are not all of the current Radio Zones)

- Keep your radio turned to the corresponding district you are working. (rather than the generic SSD A-C Zones) This keeps channels you may likely need easily accessible. You will not need to change Zones on the radio –just a quick change of the channel.
- Experiment with the radio and know what channels are in your radio Zone - and if the need should arise know how to switch Zones as well.

Note: The preferred patrol off channel to use is Channel 16

\*\*\*Repeater Turned off I→I

CH	SSD A (zones)		SSD B		SSD C	
1	SD 1	Sheriff North	SD 1	Sheriff North	JAIL	Main Jail
2	SD 2	Sheriff North Central	SD DET1	Detectives 1	RCCC	Correctional Center
3	SD 3	Sheriff South	SD DET2	Detectives 2	CT 1	Main Courthouse
4	SD 4	RCPD / East	SD DET3	Detectives 3	CT 2	Carol Miller Court & Main Jail Court ***
5	SD 5	Sheriff Records	SD 5	Records	CT 3	Family Court
6	SD 6	Sheriff Airport	SD NARC1	Narcotics 1	ARPT1	Operations
7	SD 7	Sheriff Juvenile Hall	SD NARC2	Narcotics 2	ARPT2	Fueling
8	SD 8	Sheriff Parking & Tow	SD SPOP1	POP Officers 1	CLMRH	CLEMARS Hi (DIR)
9	SD 9	Work Release	SD SPOP2	POP Officers 2	CLMRL	CLEMARS Lo (DIR)
10	SD 10	Special Events	S E D	Spec. Enf. Detail	FRMRS1	Fire Hi (DIR)
11	SD T1	Sheriff North Tac	S E O	Spec. Elect. Ops.	FRMRS2	Fire Lo (DIR)
12	SD T2	Sheriff North East Tac	SD SC1	Sec/Cor 1	ST 1	Law C-C Tac 1
13	SD T3	Sheriff South Tac	SD SC2	Sec/Cor 2	ST 2	Law C-C Tac 2
14	SD T4	Rancho CordovaPD Tac	CCAT	City Career Crim	ST 3	Law C-C Tac 3
15	SD T5	Sheriff Tac 5	SD TNG1	Training 1 (DTRF)	ST 4	Law C-C Tac 4
16	SD T6	Sheriff Tac 6	SD TS 2	Tech Services	ST 5	Law C-C Tac 5

Mode	NORTH		SOUTH		K-9	
1	SD 1	Sheriff North	SD 1	Sheriff North	SD 1	Sheriff North
2	SD 2	Sheriff North East	SD 2	Sheriff North East	SD 2	Sheriff North East
3	SD 3	Sheriff South	SD 3	Sheriff South	SD 3	Sheriff South
4	SD 4	Rancho Cordova PD	SD 4	Rancho Cordova PD	SD 4	Rancho Cordova PD
5	SD 5	Sheriff Records	SD 5	Sheriff Records	SD 5	Sheriff Records
6	SP 1	Sac PD 1	FP M	Folsom PD Main	SP 1	Sac PD 1
7	SP 3	Sac PD 3	SP 3	Sac PD 3	SP 3	Sac PD 3
8	CH 1	Citrus Heights Disp 1	SP 4	Sac PD 4	SP 4	Sac PD 4
9	RP 1	Roseville PD 1	SP 6	Sac PD 6	SP 5	Sac PD 5
10	TR PD	Twin Rivers PD	NFORCE	RT Police Services	SP 6	Sac PD 6
11	SD T1	Sheriff's North Tac	EGPD 1	Elk Grove Disp 1	WSP 1	West Sac. PD 1
12	FP M	Folsom PD Main	EGS PD	Elk Grove School PD	FP M	Folsom PD Main
13	EXPO 1	Cal Expo Disp 1	SD T3	Sheriff South Tac	RPD 1	Roseville PD 1
14	CMDA2	Fire Comm A2	CMD A2	Fire Comm A2	CH 1	Citrus Heights Disp 1
15	GATE1H	Click 2 Enter 1Hour	Gate1H	Click 2 Enter 1Hour	EGPD 1	Elk Grove Disp 1
16	SD T6	Sheriff Tac 6	SD T6	Sheriff Tac 6	SD T6	Sheriff Tac 6
13	SD T3	Sheriff South Tac	SD SC2	Sec/Cor 2	ST 2	Law C-C Tac 2
14	SD T4	Rancho PD Tac	CCAT	City Career Crim	ST 3	Law C-C Tac 3
15	SD T5	Sheriff Tac 5	SD TNG1	Training 1 (DTRF)	ST 4	Law C-C Tac 4
16	SD T6	Sheriff Tac 6	SD TS 2	Tech Services	SD T6	Sheriff Tac 5

**\*\*\*Repeater  
Turned off  
symbol: I→I**

### Tactical Channel Zones:

- **Sheriff Tac (SD T5)** is **NOT** the same as **Sacramento Tac (STAC 5)**
- **Sacramento Tactical (STAC)** for County Tactical & City Tactical
  - Found on All regional radio's
  - COTAC & CYTAC are now just called **Sacramento Tactical (STAC)**
- **(INOP)** National Interoperability Tactical

Mode	INOP (National Interoperability Tactical)		TAC (Sacramento Tactical - County & City)	
1	CAL 90	National Calling	STAC 1	SRRCs Tac 1
2	TAC 91	National Tac 1	STAC 2	SRRCs Tac 2
3	TAC 92	National Tac 2	STAC 3	SRRCs Tac 3
4	TAC 93	National Tac 3	STAC4	SRRCs Tac 4
5	TAC 94	National Tac 4	STAC 5	SRRCs Tac 5
6	CLAW 8	CLEMARS Hi (DIR)	STAC 6	SRRCs Tac 6
7	CLAW 9	CLEMARS Lo (DIR)	STAC 7	SRRCs Tac 7
8	CFIRE 1	Fire/EMS Hi (DIR)	STAC 8	SRRCs Tac 8
9	CFIRE 2	Fire/EMS Lo (DIR)	STAC 9	SRRCs Tac 9
10			STAC 10	SRRCs Tac 10
11			STAC 11	SRRCs Tac 11
12			STAC 12	SRRCs Tac 12
13			STAC 13	SRRCs Tac 13
14			STAC 14	SRRCs Tac 14
15			STAC 15	SRRCs Tac 15
16			STAC 16	SRRCs Tac 16

(See SSDWeb, Radio Info for latest templates and info)

[Oct 2010 Reband]

## TACTICAL CONSIDERATIONS

### CRITICAL INCIDENTS

- First Officer on scene is **Designated Incident Coordinator (DIC)**, until relieved by arriving supervisor- (then they become the DIC)
- Determine the need for additional resources, such as:

- |                                   |   |
|-----------------------------------|---|
| - K9 ( <i>Tracking and Narc</i> ) | - Additional Units                          |
| - EOD (& <i>EOD K9</i> )          | - Dive Team (DART)                          |
| - STAR (would be nice!)           | - Marine Enforcement                        |
| - HAZMAT                          | - Search and Rescue (SAR)                   |
| - Detectives                      | - Special Enforcement Detail (SED)          |
| - Fire / Medical                  | - Critical Incident Negotiation Team (CINT) |
| - Outside Agencies                | - Other County or Federal Assets            |
- (Unique incidents require unique assets – think outside the box)

- Keep Chain of Command & Comm Center advised of incident status.
- Establish **Incident Command System / Incident Command Post**, inner perimeter, and staging area as necessary.

### Traditional Tactical Responses:

- Locate
- Contain / Perimeter
- Isolate / Evacuate
- Negotiate / Resolve

The Officer must to be prepared to shoot...  
**If** the suspect gives you a reason to shoot.

### **Tactical Entry**

Three-man bump concept for room & structure clearing:

- Three Officer *minimum*, works well with 6, 10, or more
- Two Officer *minimum* to clear a room.

### Active Shooter Responses:

- Locate
- Isolate
- Neutralize

The Officer must be prepared to shoot...  
**Unless** the suspect gives you a reason **NOT** to shoot.

### **Active Shooter Entry**

Diamond Officer Formation:

- Three Officer *minimum*
- Rapid deployment to threat
- Bypass casualties
- Moving security and fields of fire (360° & *spherical!!*)

**The Active Shooter:**

1. Has already used deadly force
2. Is not yet contained
3. Has access to additional victims

**Your goal is to:** interrupt the suspects "decision making cycle"/ OODA Loop with your own and stop the threat.

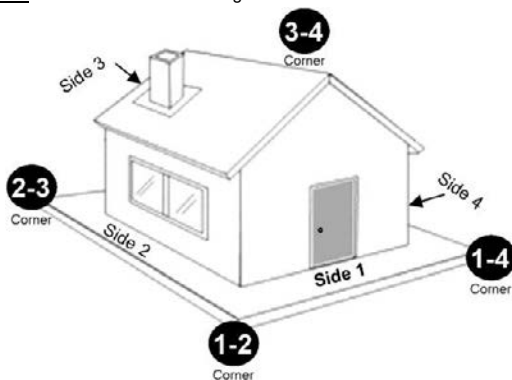
[OODA Loop = **Observe** → **Orient** → **Decide** → **Act**]

[illegible]

## HOUSE / BUILDING PERIMETERS

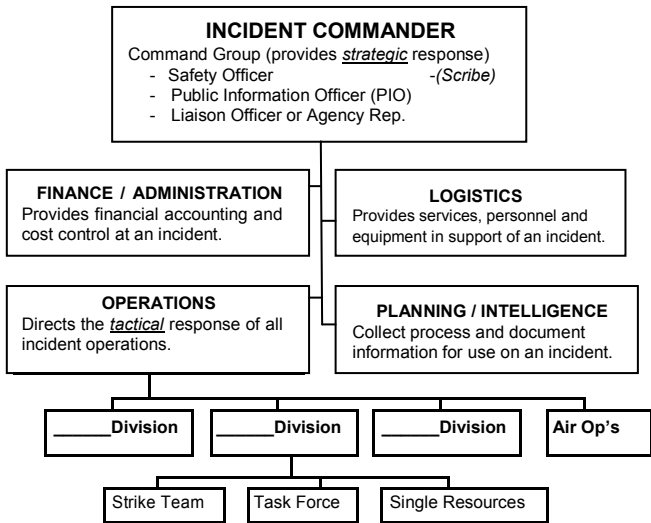
**Building numbering system** Generally, the FRONT of building is the # 1 side and numbered clockwise.

**NOTE:** The #1 side can be adjusted BUT- everyone on scene must have a clear understanding of where the #1 side is.



## STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

- The **Incident Command System** (ICS)
  - used to **mitigate incidents** and **manage resources**.
- Expands or contracts, depending on incident size and need.
- First officer on scene is the Incident Commander, as well as other needed positions, until relieved by additional resources. (Establish clear authority)
- Establish the mission/ task and immediate priorities.



## EOD / BOMB SQUAD REFERENCE (Check the SSDWEB call-out criteria)

- I. **Suspicious Items and Explosives**
  - A. If a suspicious item **is located** during a bomb threat search, SSD officers shall take control of the scene and order an evacuation. The evacuation should be **at least 300 feet in diameter and further if possible.**  
**(Isolate, Evacuate, & Deny Entry)**
  - B. If a citizen reports an item they feel is suspicious without an accompanying threat, officers must make a decision based on the immediate information available, whether to evacuate the area.

---

- II. **EOD Response**
  - A. Officers should not attempt to open, examine or move a suspicious item. If the item appears on the outset to be a destructive device, officers should begin an evacuation. Officers should be cognizant of the fact that many suspicious items are hoax devices, but they should still be treated as a viable destructive device. EOD bomb technicians shall be requested via the Communications Center for all suspicious items. Officers should be prepared to brief the bomb technicians with all available information.
  - B. Bomb technicians shall be requested to handle the recovery of all explosives including
    - (1) High and low Explosives
    - (2) Military ordnance
    - (3) Dangerous fireworks
    - (4) Explosive Chemicals

---

- III. **Explosions, Fires and Suspected Arson**
  - A. Officers should be aware that **secondary devices have been used against responding emergency personnel.** Thoroughly search the area before setting up an EOD staging area and command post. The fire department and ambulance should be requested if necessary. Bomb technicians shall be requested via the Communications Center for all explosions including "Molotov Cocktails".
  - B. Officers should keep in mind the possibility of chemical, biological and radiological contamination from an explosion. If possible treat the scene as a potential Hazmat and process accordingly.

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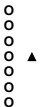


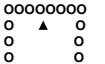







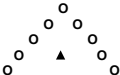

- IV. **Crime Scene Protection**
  - A. Explosions usually spread evidence over a wide area. A perimeter large enough to allow for the recovery of small pieces of evidence should be established. All vehicle and foot traffic inside the perimeter should be minimized to prevent destroying evidence.

---

- V. **Arson Responsibilities**
  - A. Patrol will assist with the perimeter and crowd control involving the arson.
  - B. Sacramento Metro Fire Arson Investigators will investigate the arson.
  - C. When arson is in conjunction with other crimes, officers will investigate the additional crimes and prepare the required reports.



# **RIOT CONTROL FORMATIONS (Admonishment- inside back cover)**

<b>COLUMN</b> 	<b>Hand &amp; Arm Signal</b>  Baton held vertically overhead.
<b>SKIRMISH LINE</b>  (with lateral support) 	<b>Hand &amp; Arm Signal</b>  Baton held horizontally overhead.  Arms held out horizontally with baton perpendicular.
<b>ARREST / RESCUE</b> (Diamond/Circle) 	<b>Hand &amp; Arm Signal</b>  (Circle) Arms/ baton held overhead & moved circular.  (Diamond) Arms/ baton held overhead w/elbows bent out forming a diamond shape.
<b>DIAGONAL</b> (echelons) (left or right) 	<b>Hand &amp; Arm Signal</b>  Extend baton 45 degrees above horizontal and the other 45 degrees below the horizontal. (Baton shows the direction of the echelon)
<b>WEDGE / VEE</b> 	<b>Hand &amp; Arm Signal</b>  Arms held overhead in "V" configuration.

PC	Riot related penal codes
69 & 148	Resisting an executive officer / Obstructing
151(a)	Advocating to kill or injure a Peace Officer
402	Impeding officers at the scene of a disaster
404&405	Participation in a <u>riot</u>
404.6	Incitement to riot
406&408	Participation in a <u>riot</u>
407&408	Participating in an unlawful assembly
409	Disobedience to a dispersal order
409.5	Entering area closed by law enforcement
415	Disturbing the peace
416	Refusal or failure to disperse on command
594	Malicious mischief
602J	Trespass on enumerated lands
602.11	Obstructing individuals from entering/ exiting health care facility, place of worship, or school
727	Requirement to arrest persons who do not immediately disperse

## **City Codes**

12.48.090 Poss. prohibited items in parade/demonstration

## PERIMETER PROCEDURE REDI-REF

### Keys to success:

- Using a *consistent* SOP for implementing perimeters
- A single person, **Perimeter Officer (P.O.)**, will coordinate a perimeter & resources
- Utilize an “**off-district**” *Perimeter Officer (P.O.)*, to call the perimeter

### PURSUING OFFICER

- When the suspect goes to ground, voice the type of location the suspect is running through.
- If you lose sight of the suspect, back out to the foot chase initiation sight and watch for the suspect to double back.
- When the perimeter is established, if needed, go to the suspect vehicle to try and establish want and/or suspect ID.
- Give appropriate officer safety updates, as needed, based on your observations while chasing the suspect (clothing, DOT, race, sex, etc.).

### THE PERIMETER OFFICER (P.O)

- Voice your intention to call perimeter as soon as possible.
- Follow pursuit in map book and remind yourself of suspect list of tendencies.
- Voice 1<sup>st</sup> location desired for perimeter and immediately plan for others, marking map book with all positions.
- Voice new perimeter spots only after previous position is filled.
- 1<sup>st</sup> locations given should be to cut off the suspect's Direction of Travel.
- Use roving units when possible to adjust perimeter spots or to check on updated information from dispatcher.
- The longer the delay for the first officer to arrive, or the more wide open the area, the wider the perimeter should be.
- Once perimeter is set, ask Air Assets and/or other units to evaluate for any holes.
- To maintain continuity, any adjustments in perimeter need to go through the perimeter officer.
- If outside agencies are involved, get them on our radio channel or put someone with our radio with them.
- Stay calm and be decisive. The more perimeters you do, the better you and your results will be

### RESPONDING OFFICERS

- Stay off the radio while responding to the scene/perimeter area so the pursuing officer has uninterrupted access to the radio.
- Voice when you are actually 10-97, not when you are still blocks away from to being 10-97.
- Save time by anticipating possible perimeter position and driving towards it.
- Remind yourself of suspect tendencies and prepare yourself for the unexpected.
- Once on perimeter position, **leave all your veh emergency lights on!** **Get out of your car!**
- If short on manpower, consider leaving your vehicle in one spot and taking up another spot on foot.
- Hold your perimeter spot when there are updates of possible sightings as they may be false and generated by the suspect and their cell phone.
- Hold your perimeter spots unless told to move by the P.O.
- Secure the immediate area around your vehicle/ perimeter location as the suspect may be hiding near you. **Get out of your car!**
- Roving units keep your lights on so you are more visible to K-9 and officers on foot.
- Remember this is a team effort and fight the urge to leave your perimeter spot. We must work together to maximize our chances to catch the suspect.

## K-9 PERIMETER INVOLVEMENT

- K-9 is an integral part of both the containment and apprehension aspects of a perimeter. It is important the officer on the perimeter have an understanding of K-9 tactics and their frequently used radio commands. This teamwork and knowledge improves apprehension rates of suspect(s).

### 1. Search tactics (Lone K-9 vs. Multiple K-9)

- Depending on the threat level suspect(s) pose, K-9 may deploy multiple dogs who will work together in an effort to maximize their safety and ability to quickly find the suspect(s). Much like an ETS track, the K-9's will work together and attempt to corral the suspect(s) within their own mini-perimeter, avoiding potential safety risks they may otherwise place themselves in when utilizing only one K9 for a search.

### 2. Limitations

- Cool or even mildly wet and/or mildly windy weather are considered good conditions for a K-9 to search in. Not only does the scent stay close to the ground, a K-9 will be able to work longer in the cooler temperature. Conversely, extreme heat conditions may limit a K-9's ability to work effectively for no more than twenty minutes.

### 3. Frequent Radio terms for K-9 actions

**Alert** - The K-9 is actively following a scent

**High Alert** - It means the K-9 is on alert and could mean the suspect is in a tree/attic, the suspect may have climbed over a fence or their scent is flowing upwards due to the wind

**Interest** - Similar to "Alert", just not as intense.

**Flat** - The K-9 is not showing any interest or having any alerts in the search area.

**Send** - Term used when the K-9 will be sent on a directed apprehension or deployed in an area the handler would not have physical control over K-9.

**Track** - Term used when K-9 has been deployed to follow the suspect direction of travel but has yet to find the suspect.

**Area Search** - Term used for K-9 search within an established perimeter. This search can be online or off line which is the handler's discretion. The handler's decision will be based on certain circumstances as time of day, amount of citizens outside, want of the suspect etc.

**On-lead vs. Off- lead search** - Terms used when the handler has physical control of the K-9 via a long leash or when the K-9 is allowed to search at their own speed without a leash.

**NOTE:** If you are on foot inside the perimeter and the K9 is "Off-lead" heading in your direction, make sure the K9 handler knows your location to help prevent possible accidental bites.

## INVESTIGATIVE RESOURCES

(See SSD web for updated Investigative info, resources & phone #'s)

### CHILD ABUSE BUREAU (874-5191 / 874-7873)

**Note:** Obtain victim/ suspect info and synopsis before calling CAB.

Notify **Child Abuse Bureau (CAB)** immediately on:

- **Physical** abuse with **serious** injuries- **PC273a** - (**V is under 18 y/o**)
- **Sexual** abuse (molestation)- **PC288a** - (**V is under 14 y/o**)
- Suspect in custody for either **PC 273a** or **288a**
- All child deaths (**never assume any death as a SIDS**)

#### 1. Preliminary Investigation:

- What acts (sexual, physical) occurred. (What, where, when, ...)
- Interview *victim* (Ask victim open ended questions)
- *Witnesses*- Obtain identifying info and statements (what V told them)
- *Reporting person* or the person the Victim first told.
- If victim is going in for an examination advise CAB SGT first.

Advise doctor or nurse what you have. They will determine if the child needs to be seen immediately or can be seen the following day.

- Book victim's outer clothing. (Have victim bring change of clothes)
- UCD staff will secure undergarments. (If applicable)

Stay with the victim until the CAB detective arrives.

#### 2. Suspect:

- ***Do not Mirandize if detectives are responding to conduct interview.***
- If a suspect is in custody and CAB detectives are **NOT** responding Mirandize and take a statement. (Record statement if possible)

#### 3. Scene:

- Assign an officer to protect the scene and maintain scene integrity.
- Request CSI & advise on circumstances and evidence to be collected.
- If a CAB detective is responding:  
Have CSI **wait** until detectives arrive to begin processing scene.
- **Treat all deaths, life-threatening injuries, and sexual assaults like a homicide scene.** (ie.. maintain scene integrity, separate victims/ witness for statements, etc.)
- Treat possible SIDS scenes like a potential homicide scene.  
When possible **do not** use crime scene tape.

#### 4. Evaluate for Protective Custody:

- Multiple children in home- articulate the **individualized** exigency for removal of **each** child. (Yes, this is new)
- Placing kids with other relatives:  
Contact CPS/Dependent Intake (**875-3702**) & explain circumstances.

**Only CPS Dependent Intake can decide whether the child(ren) can be placed in another home with relatives.**

- Placing child(ren) into protective custody should be treated like an arrest. CAB needs the report within 48 hours. Put the report number and location of child(ren) (if not going to the receiving home) on the PC form.

## 5. Evidence:

- Make copies of documented *evidence*, (photographs, letters or pre-text phone call tapes) if possible and book the originals.  
Or?? (Arrange for detectives to get the originals)
  - Book items used to strike kids. (Belts, extension cords and/or any other objects used to inflict injury) Get photos if possible.
  - Book an evidence copy of digital photos and send / deliver an additional copy to CAB
  - **For a PC 273** felony or misdemeanor photo documentation is needed or the DA will **not** file the case. (CSI photographs are needed)
- NOTE:** Photographs taken by staff at the hospital, CARE Center and morgue are not acceptable for SSD's purposes in court.
- Request color and black-and white photographs on all bite marks.

## 6. Reports:

- A report should be written any time you encounter an allegation of abuse, neglect, or molest. (Even if you decide the allegation is unfounded)
- When in doubt, take a crime report. Only take an information report when you can articulate why a crime was **not** committed.
- If you feel uncomfortable identifying a participant as a suspect- **don't**.  
You may label an alleged perpetrator as a witness if needed.

**"Suspect"** is a legal determination made by law enforcement, not victims and witnesses. (ie.. in a custody battle situations)

- Mother's identifying info is needed, even if she is not on the scene.
- **Victim's true full name** must be on the *Controlled Document* form.
- Use **true first name & DOE** as last in the body of the report.(Kay Doe)
- Do not write your opinions in the report;  
Contact CAB detectives directly to pass along your opinions.
- **CPS** Can't sign a PC form for 288/ 273's. If CPS requests you to sign a PC form, YOU must ask why the Child(ren) is being placed into protective custody. If the allegations involve 288/273 activity, you must **TAKE A REPORT. The CPS report is not a crime report.**

## 7. Cross Reporting: (NOTE: A CPS Liaison is located with the CAB)

- A phone call to CPS (**875-KIDS /5437**) is required immediately/ ASAP
- **Child Abuse Report (11166.3) must be filled out.**  
-This one page form must be filled out and faxed to **CPS within 36 hours-** or you will be in violation of the law.  
-Fax reports to CPS at: (**874-4002**)

**NOTE: SSD does not forcibly take children into protective custody on behalf of CPS.** SSD can and will only do this if WE are placing kids in protective custody. Contact your Sgt. for approval for any SSD custody. If CPS requests our assistance for their own PCs, our job is to standby and ensure the safety of the CPS worker.

**SEXUAL ASSAULT BUREAU (SEAB) (874-5070)** check SSDWEB

Contact the **Sex Assault Bureau** on:

- Stranger rape
- Possible series
- Burglary with sexual assault
- Robbery with sexual assault
- Violent rape with victim bound
- Sexual assaults in SSD Correctional Facilities
- Sex assault with potential media interest
- Suspect arrested for any sexual assault

1. **Patrol Steps:** (*Sex Assault Bureau handles Victims 14 y/o and OLDER*)

- Determine what sex acts occurred. (What, Where, When)
- Advise sex assaults supervisor if warranted.

**If an evidentiary exam is to be conducted:**

- Have **C-1** make necessary notifications (**Hospital & WEAVE**)
- Transport victim to **Sutter BEAR Center 523-2327** (subject to change)
- Advise victim to bring a change of clothes to the hospital.
- Sign the **OCJP 923** authorizing the evidentiary exam at **Hospital**.
- Interview victim (**WEAVE, SAFE**, and support person present at victim's request).
- Generally **SAFE** nurse will book victims clothing & take photos of injuries (**CSI** may also collect victim clothing)

**\*\*If SEAB detective is responding to Hospital, stay with victim until detective arrives.**

2. **Crime Scene:**

- Assign officer to protect scene and maintain *scene integrity*.  
**\*\*This includes need to maintain control of victim as well to preserve evidence. (Clothing, biological, etc...)**
- Assign officer(s) to contact witnesses.
- If **SEAB detective** is responding, have **CSI** wait until detective arrives to begin processing scene.
- Advise **CSI** on circumstances and evidence to be *collected if detectives not responding*.
- Canvass neighborhood, identify businesses, etc. which may have video cameras.

3. **Suspect:** (*Note all spontaneous statements*)

- If arrested or detained do not give Miranda. Arrange with **SEAB supervisor** to meet detectives for suspect interview. If detectives are not responding, SEAB supervisor may direct patrol officers to give Miranda and take statement.
- Have *rape kit* performed on all **suspects** (also 220 PC) if assault occurred *within 72 hours*, completed by **Main Jail nurse** for *adult suspects* and completed by **Hospital** for *juvenile suspects*.

#### 4. **Important Notes:**

- Fax a copy of the report to **SEAB: (874-5563)**
- Victims have a right to a **WEAVE advocate** and a support person at the evidentiary exam and all interviews.
- Provide the **V** with a domestic violence/sexual assault pamphlet
- For any questions or notifications:  
Have C1 call on-call **SEAB Sergeant**

#### **ELDER ABUSE / DEPENDENT ADULT (SEAB) (874-5070)**

**Dependent adult** – any person 18 - 64 years of age unable to carry out normal daily activities.... [PC 368(b), (c), (f)]

**Elder** – any person 65 years of age or older..... [PC 368 (b), (c), (f)]

**Fiduciary** – any person/caretaker of an elder or dependent adult who violates any provision of law proscribing theft or embezzlement with respect to the elder or dependent adults' property..... [PC 368 (d),(e)]

#### **Preliminary Investigation:**

1. Take complete statement from victim
2. Assess condition(s)/needs of victim
  - a. Determine if victim needs medical care and/or removal from surroundings (physical injuries, sexual abuse, neglect, etc.)
  - b. If unable to assess, call **Adult Protective Services (APS)** at **874-9377** between 08:00-17:00 hrs. (or contact **county operator: (875-6900)** after hours for on-call **APS worker**), or **Elder Abuse detective** (through **C-1**)
3. Take witness statements
4. Call **CSI** for photos and collection of evidence
5. If suspect is arrested and **SEAB detective** is not responding, Mirandize suspect and obtain a statement (otherwise, transport suspect to meet detectives)
6. Complete a mandatory reporting form (**SOC 341**) in all types of neglect or abuse situations. Fax a copy of this report to **SEAB detective: (874-5563)**, who will notify the appropriate referral agency.
7. Remember to complete a **341 form** within two working days, even if an SSD report is taken.

#### **Referrals:**

Ombudsman.....**376-8910**(for licensed care facilities)  
 Adult Protective Services (APS)...**874-9377**(private residence care)  
**(AFTER HOURS: APS can be contacted through the county operator)**  
**\*\*After hours if you have questions or need assistance, contact the elder abuse detectives through the communications center:**  
**SEAB 874-5070                      SEAB FAX 874-5563**

## Domestic Violence Investigations

### General Information

- The job of the DA is different from the job of law enforcement, so do not do something based on what you think the DA is going to do or not do. The standard the DA has for filing is the likelihood of conviction at trial, not whether there was probable cause for an arrest.
- Remember that no follow-up investigation is done on in custody reports prior to the DA making a decision to file or reject a case!! All the information the DA needs must be in the patrol report. The **DA relies heavily on the synopsis**, so include all the necessary information in the synopsis. It does not matter how great the rest of the report is, if the DA doesn't see the necessary information in the synopsis, most times they may not read further and thus not file charges!!

### **Evidence: AUDIO RECORD STATEMENTS and HAVE PHOTOGRAPHS TAKEN**

Remember to **corroborate the victim's statement**. Think of what you need to include in order to prove to a jury what the victim told you. Then document it in as many ways as possible.

- **Remember to define the DV relationship**, & include the elements of the crime.
- Victim and witness statements
  - (Attempt to obtain admissions, confessions, or denials from the suspect)
- Note that victim was injured, how it happened, and describe the injuries.
- Paint a picture of the scene with your words
  - For example, if the victim says the phone was broken or pulled out of the wall, take photographs of the phone, the frayed cord etc, and book items.
  - Document it in your observations. If the victim says the suspect punched her in the eye and she fell on top of a glass table and broke the glass, take photos of the victim's eye, and the broken glass table
- Audio or video recordings- (911 calls text and audio)
- **\*Document impairment of the suspect and victim** (Ex. If they have been drinking, note the slurred speech, unsteady on feet, smell of alcoholic beverage)
- **\*Mention any past history of violence and any threats**. If you can find out why the victim has stayed in this abusive relationship, note it in the report
  - Children, financial reasons, etc
- **\*Mention any weapons or need to confiscate gun, or other deadly weapon.**
- If the victim was threatened, include quotes if possible, and explain why victim felt threatened or fearful.
  - Tone of voice, past incidents, etc
- If the victim is hysterical, be very detailed in your observations of the victim. ie:
  - Crying uncontrollably, shaking, unable to speak because she was hyperventilating and needed to calm down in order to catch her breath
  - Jumpy at loud noises
- Document all injuries observed and what the victim tells you they are feeling. Once the adrenaline drops off, the victim might feel more injuries. Remember to tell them how to get photographs if bruising shows up a day or so later.

### Photographs

Photographs that confirm or contradict what the victim said and your observations

- Observations should describe fully what the photograph will depict
- Request CSI respond to document injuries and scene. If they are unable to respond, do this yourself.

**\*Req. per PC 13730**



**Children: (Remember Child Abuse Cross Report Form 11166.3)**

- Interview all children about what happened this time. Also, document what happens in the home on a regular basis.
- If the children are listed in the report, they may be eligible for victim services.
- Document the children's behavior. They might not appear to be upset, and might be shut down emotionally because they are so used to the violence.
- That does not mean that they are not afraid. Mental suffering is included in the wording of the law for child endangerment, and the DA may file if the elements are in the report.
- The DA's office can file child endangerment charges even if no DV charges are filed.
- Remember to cross report to CPS. (Mandatory per PC 13732 Op Order 07/01)

**Conduct a brief neighborhood canvass**

- Neighbors may not have witnessed the assault but they may have heard it, and this goes to corroboration. Neighbors might also know of past incidents.
  - Neighbors and children generally will tell the truth at the scene.
    - Stories might change later, so interview the neighbors and kids as soon as you can.
- Include all information available on the children and neighbors. Especially, work telephone numbers and school information.

**Other Considerations**

- If the suspect is on parole or probation, check conditions and include the violation along with the current charges if applicable.
- Consider obtaining an Emergency Protective Order (even if the suspect is in custody).
- Request a bail enhancement. (Forms are at the Jail Interloop.)
- If the charge is a restraining order violation, attach a copy of the order to the report. The DA does not have access to the orders, and will not file charges unless the order is with the report.

**Specific Information**

- Mention past reports, incidents or injuries in order to educate the DA that this is not the first time DV has happened. State when the previous act(s) occurred and what happened. If the suspect is on probation or parole for prior acts of DV (even with another victim), mention it.
- Review report to make sure controlled document form does not have "Doe" as the last name of the victim.
- DV reports should be even more informative and more thorough than other crime reports. If the victim recants, the patrol report is all the court has to assess the level of the perpetrator's culpability. For example, instead of saying the suspect hit, slapped, choked and kicked the victim, go into more detail and be descriptive. Say something such as;

The victim said the suspect punched her in the nose with a closed fist three times, slapped her across the face twice, and strangled her with his hands. She said she was unable to breathe, and thought he was trying to kill her. She fell to the ground and he kicked her in the left side rib area two times with his steel toe boot.

***Remember the Intake DA will not have seen the victim's injuries or photographs when making a filing decision.***

**DV CHECKLIST: ASK-** about drinking/drug use. **ASK-** About any weapons in house if necessary. **ASK-** About previous history. **GIVE-** Victim a DV pamphlet. **GIVE-** Info regarding a restraining order to victim/or do EPO yourself if necessary and make sure victim gets copy. **GIVE-** CPS referral if children are present.

## SEXUAL ASSAULT FELONY ENFORCEMENT TEAM (SAFE)

Notify SAFE Team of PC 290 arrests

- As soon as possible, but no later than next business day.
- This will alert detectives to begin mandatory arrest follow up and case preparation.

### Is the Subject required to register?

Confirm subject is a PC 290 registrant

- Have records run a CLETS  
"Supervised Release File" query.
  - Confirm that subject is a convicted sex offender
  - Date of last registration / - Jurisdiction of registration
  - Probation / parole status
  - Primary offenses (PC 261, 288(a), 314..)
- Or, call a SAFE Detective. They are very helpful with **any** question.

- Even if suspect is GOA, contact complainant & get all details you can.
- Take those GOA 314 reports!!!

### PC 290 registration requirements

See **SSDWeb Sex Offender Reg. Detail** - Charging cheat sheet

**290(b)** • Lifetime duty to register - Failed to do initial registration or re-registration w/in 5 working days of move into residence

**290.01** • Registration at institution of higher education per 290.009

**290.012** • **All** must register w/in 5 working days of their birthday **annually**

**290.012(b)** • **Sexually violent predators** - no less than every **90 days**

**290.012(c)** • **Transients** must register -no less than every **30 days**

**290.011(b)** • **Transient** moves into or leaves a residence

**290.011(c)** • **Transient** birthday **annual** registration

**290.013** • **Notification of move**, within or outside of jurisdiction:  
(Before move or if address unknown w/in 5 days)

**290.015** • Requires registration w/in 5 days of **release from incarceration**

**290.011(a)** • **Transients** must also register w/in 5 days of release

**290.018** • Penalties for violation of the Sex Offender Act (was290(g))

### Important Interview Questions to Document in Report

This important step will greatly affect the likelihood of a successful prosecution and provide SAFE Team Detectives with the tools to conduct an effective follow-up investigation.

- Ask **where** the subject is living and for **how long**.
  - Does this match the info from DMV, DOJ, VCIN & SSD records?
- Ask if the subject has registered at his/ her present address. Ask **when** and **where** they registered. Ask to see their *registration receipt*.
  - 290's are **NOT** required to carry the registration receipt.
- Ask **why** they didn't register at a new address.
- Ask for **documentation** that confirms any information they give you.
- Ask if he/ she is aware of their registration requirements and **how long** he/ she has been required to register.
- Confirm any statements made by the subject with witnesses, neighbors, roommates, landlord or family.

## **Crime Report**

A PC 290 violation arrest report must contain the below listed specific crime elements

- The **original** conviction offense.
- The severity of conviction. (Felony or Misdemeanor)
- Conviction date.
- Date, address and jurisdiction of last registration.
- **How long** at current address.
- Suspect and witness statements.
- **Indicia** of residency- seize as evidence. (Very important for prosecution)

## **Safe Team Detectives**

If you have ANY questions regarding PC 290 issues, contact the SAFE Team.

**SAFE** Team Detectives will complete the follow-up, which may include:

- Obtaining certified registration documents.
- Complete criminal history
- Obtaining additional witnesses statements
- District Attorney requests

Note: All arrest reports should be faxed to the SAFE Team office no later than the next business day at (874-5477 fax)

## **Registration Location**

**700 North Fifth St. 874-5090**

Sacramento County and City sex offenders now register together at one centralized location.

M-F, 0830-1200 and 1330-1600hrs closed weekends and holidays.

## **Websites**

<http://www.fbi.gov/scams-and-safety/sex-offender-registry> (useful *nationwide links*)

**Megan's Law** website (<https://meganslaw.ca.gov>)

- *Law Enforcement Side* has more info than *public side* (on SSDWeb)

## **HI-TECH CRIMES TASK FORCE**

Sacramento Valley Task Force may be called out under the following:

- Investigate major computer and component thefts from high technology manufacturers, businesses and government agencies.
- Online crimes such as child pornography, network intrusions, software piracy, and data destruction.
- Telecommunication fraud involving cellular phones, cable and satellite television pirating.
- Technical assistance in preparing high technology search warrants, seizing computers as evidence, defeating passwords, examining files and analyzing computer data.

**NOTE: IDENTITY THEFT TASK FORCE** is at (874-3000) for Identity Theft, Counterfeiting, Credit Account Fraud, or Check Fraud Cases 470a, 470b, 472, 475, 476, 484e, 484f, 484g, 484i, 529(3), 529a, 529.5, 530, 530.5, 532, 532a, 532.2

## HOMICIDE CALL OUT PROCEDURES

### I. WHEN TO CALL:

1. There is evidence suggesting that a victim has been murdered.
2. Suspicious deaths where it cannot be determined if death was the result of a homicide, or the result of an accident, illness or suicide.
3. Assaults with a strong likelihood the victim will die as a result of their injuries.
4. Officer-Involved shootings (respond to all OIS calls, within the boundaries of Sacramento County, no matter which law enforcement agency is involved).
5. **All** in-custody deaths or those in which an officer/employee is involved.
6. Kidnappings / Stranger Abductions; *victims 14 years of age and older* when no other major crimes are involved.

### II. WHO TO CALL:

1. Contact the on-call Homicide Supervisor  
*via the Communications Center Sergeant (S1). 874-5128*

### III. PATROL OFFICERS RESPONSIBILITY

#### 1. Responding to a Death Scene Investigation:

**(As you arrive on scene be sure your in car camera is recording)**

Request emergency medical assistance unless there are obvious signs of death (decapitation, rigor mortis, decomposition). **(Error on the side of caution!)**

- a. **Fire/Ambulance Personnel:** Obtain the names, engine #, station address and phone numbers of all personnel who entered the scene. Protect your crime scene from contamination. Prior to Fire personnel arriving attempt to photograph the scene and the body/ victim(s), if transportation to the hospital appears to be imminent.
- b. **Death Pronouncement:** If pronounced by a paramedic/fire personnel (or patrol officer), **document the time and name of the person making the pronouncement**

**Clearing the Scene:** Clear the scene to ensure there are no suspects or additional victims inside. Note any changes you make while clearing it (doors, lights, etc.). If possible, take an alternate route to enter the residence.

2. **Establishing the Crime Scene:** Treat the scene as a homicide crime scene, even if the victim's condition has been upgraded prior to Homicide's arrival. This is particularly true when a possible suicide scene becomes a homicide scene. Leave the scene and **do not re-enter** it. Make note, for your report, of the initial condition of the scene (evidence, contraband) but do not collect it or disturb the crime scene by searching for additional contraband. This will be done in a systematic and methodical manner by Homicide Detectives, CSI and Crime Lab personnel.

- a. **Tape off the Crime Scene.** Determine probable points of entry and exit, locations of evidence, and include considerations regarding primary and secondary scenes. **EXPAND your perimeter twice as much!** We can always scale down the scene, but it is very problematic to expand it, after the fact.
- b. **Be Aware of Evidence Located Away from the Body** – i.e., bullet casings, blood spatter, tire tracks, footprints, suspects' routes into and out of location, etc. If necessary, establish two perimeters, one inner "sacred" perimeter and one exterior.

3. **Assign a Crime Scene Manager or Scribe** (can be an officer of any rank, including a reserve) who will be in charge of controlling access into the scene. List the names, times, and purpose of all persons entering the crime scene and the times these persons exit.

5. **Witnesses:** Attempt to gain compliance from witnesses to remain at the scene until Homicide Detectives arrive. Uncooperative witnesses have been allowed to leave the scene and have later found to be suspects in the case. Ensure you are able to clearly designate a subject as a "witness" when allowing them to leave the scene, if they absolutely refuse to remain. Witnesses can be detained when their status is unclear at the beginning of an investigation. Positively identify the witness through acceptable identification. Obtain cell phone, work phone, home phone and address information. Photograph if possible.

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#### IV. WHILE AWAITING HOMICIDE DETECTIVES ARRIVAL

- DO NOT** re-enter the scene after exigency has passed.
1. Write initial reports. "Every SSD employee that enters the Homicide Scene, including supervisors, will be expected to complete a supplemental report."
  2. Conduct Preliminary Interviews and keep vital witnesses at the scene for Homicide Detectives for follow-up interviews.
  3. Thoroughly canvass the neighborhood and document actions taken with your narrative and statements.
  4. Organize and assemble information and necessary personnel needed to brief Homicide detectives for the initial briefing. A complete synopsis of the actions taken by responding officers (evidence noted, crime scene boundaries, etc.), should be provided. It is extremely important to provide all necessary information to Homicide Detectives so immediate follow-up can be initiated. **Supervisors** please **DO NOT** relieve patrol officers from the scene who have vital information related to the case until the officer has spoken to a Homicide Detective.
  5. **DO NOT Mirandize the suspect.** If the suspect insists on talking and really wants to confess, listen carefully, allow them to talk, and record (in car camera, etc.) what they say. If not, document the statements the suspect makes by taking notes. **DO not** coach the suspect, or ask clarifying questions!
  6. **DO NOT let the suspect wash.** Washing may destroy valuable trace evidence such as gunshot residue on a suspect's hands.
  7. **DO NOT allow suspects to make telephone calls.** **DO NOT** leave suspects alone in the back seat of a patrol car with their cell phones. If at all possible, enlist the cooperation of witnesses to refrain from making telephone calls from their cell phones. Officers can offer to place phone calls on behalf of witnesses to let family members know they are being interviewed, without revealing important details of the investigation.
  8. **DO NOT** call the coroner. Homicide Detectives will call when the coroner when they are finished processing the scene.
  9. **DO NOT** cover the body, or allow emergency medical personnel to do so. Doing so may destroy important trace evidence or introduce contaminants into the scene. There may be exceptions when the body is fully exposed and in close proximity to the public; let Homicide Detectives make the decision to cover the body.

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#### V. AFTER HOMICIDE DETECTIVES ARRIVE

Detectives will interview the initial responding officers. Please remain at the scene, if possible. Overtime-issues (shift changes) should not be a reason to leave the scene. Personal obligations, court or unforeseeable emergencies can be excused, but please leave a way for detectives to contact you. In many cases, the observations and actions of the initial responding officers are critical in determining how the investigation will proceed.



[illegible]

**ROBBERY INVESTIGATIONS (Check SSDWEB call-out criteria)****1) Booking of videotapes/CD's:**

- A) Forward Tapes/CD's to Robbery by attaching property slip and putting in Robbery Tape Box. **Do not** book into Property Warehouse.
- B) View tape of robbery when possible with victim at business. This provides better description of suspect and defines crime scene search for CSI (where they should attempt to locate prints). Try to note the exact time on the tape of incident on the property slip.
- C) Document address of business and time the robbery occurred on Property Receipt.
- D) Remove tab on tape to prevent re-recording.
- E) Obtain surveillance tape from surrounding area if applicable.

**2) Reports:**

- A) Obtain home as well as work address, including schools and telephone numbers for all victims and witnesses.
- B) Document complete description of suspects(s) from each victim/witness on supplements including clothing, re: ski mask, give details. Ask and document if they can ID suspect, did they see front of face, side or back?
- C) Document loss amount if known.
- D) In business robbery, list the business as victim #1 and the employee who was robbed as victim #2.
- E) Copy any late supplement reports and forward to the Robbery Bureau.

**3) Field Show-Ups:**

- A) Obtain detailed description of the suspect before the victim/witness views the person. Document in report who was viewed by name, whether arrested **or not** and which officer detained the possible suspect. Ensure proper admonishment is given prior to the viewing. You can allow the witness to be as close to suspect as they were during the Robbery.
- B) **Do not** ever show Robbery Bulletins or Wanted Fliers to V's or any potential W's.

**4) Crime Classifications:**

- A) On Home Invasion Robberies, correct crime code section is 211 PC, not 212.5 PC.
- B) Strong Arm Robbery versus Grand Theft Person. Document what force or fear used. For robbery it must be "More force than the mere taking."

**5) Booking of suspect and evidence.**

- A) Ask for nicknames or AKA's, include on arrest report and suspect report.
- B) Book all clothing including shoes on fresh 211 arrests.
- C) Book any slip of paper with suspect license number as written by victim/witness, photocopy and include in report.

**6) Car-Jacking 215PC (Vehicle Recovery):**

- A) Request CSI and notify appropriate Robbery Detective.
- B) Instruct Communication Center to enter vehicle as a 215 P.C. (not 10851) and hold for prints.

**7) Notifications:**

- A) Contact your areas assigned Robbery Detective or Robbery Detective Sergeant when a suspect is in custody on a fresh robbery charge and or when immediate follow up investigation is necessary. See Call-Out criteria for other notification requirements and Detective phone numbers.

**Watch Summary:**

- A) Check Watch Summary box in AFR.
- B) Request Communication Center to forward copy of CAD 211 events to the Robbery Bureau.



**10851 FIELD INVESTIGATIONS**

1. Crime reports must establish proof that the suspect took or drove the stolen car with knowledge the vehicle was stolen. This knowledge can be inferred from all the circumstances but you must document those circumstances as set forth below.
2. Document when the suspect obtained possession. If he claims he bought the car, how much did he pay? Seller's identity? Bill of Sale? DMV transfer paperwork? Other witnesses to verify his story?
3. If suspect claims he "just got the car" or "borrowed" it from someone, ask who he got it from, where he got it, when he got it, how he was going to return it...Offer to take the suspect to the person he got the car from to "check out" suspect's story. See if his story is verifiable or just lies to you. Lies may help prove he knew the car was stolen.
4. What is used to start the vehicle is important. Document whether keys or something else was used. Was the ignition *punched*, *peeled*, or otherwise circumvented? Describe how the ignition operates. Don't just check a box. Photocopy any shaved keys and include the photocopy in your report.
5. Mirandize the suspect and attempt to obtain a statement. Even if the suspect refuses to talk, document that in your report.
6. Interview all passengers. Did suspect say anything when the stop was initiated? Did suspect explain where he got the car? This may help to establish proof the suspect knew the vehicle was stolen. If his story to the passengers is different than his story to you, confront the suspect with the lies. See how he handles that and document it.
7. Passengers usually are not charged unless your report establishes that they aided and abetted the theft or exercised possession and control over the vehicle knowing it was a 10851. Without such facts passengers should be treated as witnesses.
8. Either interview the registered owner or obtain a copy of the stolen report for submission to the intake DA. This is a requirement of the DA's office for filing. Questions for the RO include, do you know suspect? When was car stolen? Keys taken at time of theft? Does suspect have permission to possess car?
9. Merely sitting in a stolen car is not exercising possession and control over it.
10. **Determine value of vehicle with owner/Blue Book and note in the report. While VC 10851(a) is a misdemeanor, PC 496d can be a felony if the value of the vehicle is over \$950.**

For successful prosecution, crime reports must sufficiently establish through evidence the suspect exercised possession and control over the vehicle and had some knowledge the vehicle was stolen.

## TERRORISM RESOURCES

Report and document all suspicious activity. Gather as much identifying info on the *subject, associates, vehicle, or activity* as possible. Report all info to your division Terrorism Liaison Officer (TLO), or directly to RTTAC.

### Contacts For Suspicious Circumstances

#### • Regional Contacts & Resources:

- **RTTAC**- *Sac Regional Terrorism Threat Assessment Center*  
*Primary function:* Responsible for the vetting and fusion of information which may have a terrorism nexus.
- For tips/leads: **www.sacrttac.org (916) 808-8383**  
**Initial Login: "Agency Email" Password (initial): "Rttac916"**

#### SAC RTTAC:

-is a regional fusion center managed and staffed by Law Enforcement (local, state & federal), Fire, and other Public Safety Agencies.  
-Leads and incident reports sent here will be analyzed and vetted using both unclassified and classified databases. After final analysis, the information is shared with other necessary local, regional, and federal agencies.

#### • Department Resources:

- **TLO** - *Terrorism Liaison Officer*  
*Primary duties:* gathering threat info and reporting to the RTTAC; disseminating Intel from the RTTAC to SSD personnel. (Each Division should have at least one TLO)
- **SIIB** - *Special Investigations Intelligence Bureau*  
SIIB Office

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### Contacts for Urgent Situations

#### • Federal Resources:

- **FBI JTTF**-*FBI Joint Terrorism Task Force* (Sacramento Office)  
*Primary function:* JTTF is the primary investigative entity working in collaboration with the RTTAC  
**(916) 481-9110**
- **Terrorism Screening Center (TSC)** (866 872-9001)  
*Primary function:* Shares terrorism data with law enforcement agencies. Initial point of contact for officers who get a "Watch-listed hit" when running a subject through NCIC.

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### NCIC / Violent Gang and Terrorist Organization File "VGTOF" Hits

Will be assigned one of three "Handling Codes":

Handling **Code 1**– individual **SUBJECT OF AN ARREST WARRANT**

- Immediately contact **Terrorism Screening Center**

Handling **Code 2** – **DETAIN** individual. *May be subject to DHS detainer.*

- Immediately contact **TSC** for additional direction.

Handling **Code 3** – **DO NOT ARREST** unless there is evidence of a violation of Federal, State, or Local statutes. Conduct logical investigations using techniques authorized in your jurisdiction. Ask probing questions to determine if this individual is identical to person of Law Enforcement interest.

- \*\* Subject *MAY* be an individual of interest.**  
 - Contact TSC for additional identifiers.

**DO NOT ALERT  
SUBJECT TO  
THIS NOTICE**

## **STREET GANGS**

### **(GSU)- Gang Suppression Unit**

*Field Identification (F.I.'s) are extremely important for successful gang prosecution and validations.*

Document contacts and gang activity with an incident report.

- Forward all gang intell, crime reports, incident reports & photo's to GSU. Gang / Bias Crime Detail.. **874-9056**
- Other Gang / Intel contacts:
  - Main Jail..... **874-1906**
  - RCCC..... **874-7659**
  - Courts..... **874-8306**

### **Criminal street Gang definition: (PC 186.22)**

- Three or more people,
- who share a unique name, marks, symbols,
- associate together, and sometimes claim a specific territory.
- Have an identifiable organization
- and either individually or collectively engage in antisocial, unlawful or criminal activity
- in an effort to further the gang's social or economic status.

### **Validation Requirements: (min of 2 independent sources)**

The Individual:

1. - admits his / her membership in a gang.
2. - is tattooed with gang logo.
3. - is in the company of validated and or admitted gang members.
4. - is involved in gang related crimes.
5. - is named by two or more members of a gang, as a member of their gang.
6. - is in a photo which indicates affiliation.
7. - identifies him / herself as a gang member in County jail, CYA, or prison correspondence.
8. - has been contacted in the field by police participating in gang related activities.
9. - has gang graffiti.
10. - is wearing gang clothing.

**CRIMINAL STREET GANG FYI**  
 186.30 Requirement to register  
 186.33 Failure to register (M)

## COURT SECURITY / RCCC / MAIN JAIL INFO

### PF-10 INCIDENT WRITE-UP SEQUENCE

- Start from: **"Public Safety Systems Main Menu"**:
- Select **PF7: "JAIL"**
- Select **PF1: "PERSONS"**
- Then enter: **PASSWORD**  
Inmate's **X-REF** or **LAST, FIRST** Name, and **DOB**
- Select **PF10: "INCIDENT REPORT"** Screen

#### Entering data into "INCIDENT REPORT" Screen

- Place an **"X"** in **DATA ENTRY**
- Hit **"Enter"**
- Once in the **"INCIDENT REPORT DETAIL"**:
- Place an **"X"** in **UPDATE** (You can't do this too much!)
- Enter: **CATEGORY** - 1, 2, 3, 4, 5, or 6
- FACILITY** - ie.. NMJ
- OFFICER & BADGE#** - your name and badge
- DELIVERED TO INMATE** - time and date of copy to inmate
- INCIDENT TIME** - date and time of occurrence
- LOCATION** - ie.. Courthouse
- RULE VIOLATION** - violation & category of offense.

To search violation codes: - put ? at end or in place of a violation then hit "ENTER".

#### **HEARING DATE & TIME (filled in by reviewing Sergeant)**

- Hit **"Enter"** (be sure you have put an **"X"** in **UPDATE** first)

#### Type a summary of the incident

- Place an **"X"** in **NARRATIVE**
- Hit **"ENTER"** (the narrative will appear)
- Place an **"X"** in **UPDATE** (yes again, this keeps you from loosing info)
- **Type your summary of the incident**
- Hit **"ENTER"** when completed (*Contact supervisor approve write-up*)
- FOR INMATE WRITE-UP, GIVE COPY to inmate. Have a second copy for inmate to sign. If inmate refuses to sign, note on inmate signature box, with date, name/badge #. Place in Sgt. box (so Sgt. knows they got copy).

#### Misc. Shortcuts

- Delete a Line: (Put ? at start of line)  
? + **ENTER**
- Add a Line: (Put > at start of line)  
> + **ENTER**
- Copy a line: (Put " at start of line)  
" + **ENTER**
- Return to menu:  
**PAUSE / BREAK** key
- Unfreeze the screen:  
**ESC** key

#### **JIMS LOG-ON:**

Prodcomp  
JB (TID #)  
JB (TID #) yes again!  
\*JBWP99

## COMMON WRITE-UPS IN JIMS

- COR.1.01 **Assault/Battery:** on staff, includes spitting and biting  
COR.1.02 **Assault/Battery:** against any inmate (**with injury**)  
COR.1.03 **Assault/Battery:** against any inmate (**gang related**)  
COR.1.04 **Contraband:** Inmates shall not possess a cell phone.  
COR.1.07 **Drugs/Alcohol:** unauthorized possession  
COR.1.08 **Drugs/Alcohol:** under the influence  
COR.1.17 **Gang:** shall not participate in any type of gang activity  
COR.1.22 **Threats:** directed towards staff (direct or implied)  
COR.1.23 **Vandalism/Theft/Destruction** of county property  
COR.1.24 **Weapons:** making or possessing  
COR.2.01 **Simple Assault:** includes mutual fighting (**non-injury**)  
COR.2.02 **Cell:** blocking covering windows, lights, vents, intercoms  
COR.2.07 **Unauthorized Communication:** during transport or to outside  
COR.2.08 **Contraband:** possess items not sold or issued by jail (paperclips, ect)  
COR.2.09 **Contraband:** Smoking/Possession of tobacco  
COR.2.10 **Contraband:** Obscene, racial, hate, violent nature  
COR.2.11 **Correspondence:** sending coded and unauthorized mail  
COR.2.12 **Correspondence:** sending/receiving regular mail as confidential mail  
COR.2.13 **Cursing/** Obscene gestures towards staff or citizens  
COR.2.14 **Cursing/yelling:** loud or boisterous at **other inmates**  
COR.2.16 **Doors & windows:** Pounding, rattling, or yelling through  
COR.2.17 **Doors:** Interfering with opening/closing  
COR.2.22 **Gangs:** Use of hand sign or any other gestures  
COR.2.23 **Gangs:** Possess or display gang indicia  
COR.2.24 **Hands:** Removal from pants in presence of staff  
COR.2.27 **I.D. Wristbands:** Altering, damaging, or exchanging  
COR.2.29 **False Info:** Information falsely furnished to staff  
COR.2.30 **Insubordination/Disobedience** towards staff  
COR.2.32 **Lockdown:** Fail to comply when directed by staff  
COR.2.33 **Medication:** Unauthorized possession of prescription meds  
COR.2.35 **Plumbing:** Deliberate clogging of plumbing  
COR.2.36 **Plumbing:** toilet devoid of water  
COR.2.37 **Property:** Intentional destruction of clothing, bedding, etc  
COR.3.20 **Unauth. Communication:** to other pods/units/- includes **toilet talking**  
COR.3.21 **Contraband:** Inmates shall not store food/beverage (includes fruit)  
COR.3.24 **Contraband:** unauthorized writing utensils  
COR.3.25 **Contraband:** possession of jewelry  
COR.3.37 **Elevator:** fail to face the rear  
COR.3.45 **HAIR:** free-flowing, no knots, buns, ties or foreign objects  
COR.3.62 **Vandalism:** Marking or defacing any wall, door, or jail furnishing  
COR.3.77 **Inmates** may only possess legal material: court, attny visit, law library

### PF-10 TEMPLATES

<b>SAFESEG</b>	Safety/ segregation cell incident write-up
<b>FORCE</b>	Use of force application write-up
<b>Read Me</b>	Information only write-up
<b>Psych</b>	Informational write-up

## HELPFUL J.I.M.S. COMMANDS / INFO

### • Look up rule violations and write-up templates:

- From: **"Jail System Main Menu"**
- Select: **PF11: "Jail Table Maintenance"**
- Select: **"20: Jail Rule Code Table"**  
**"21: Incident Report Template Tables"**

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### • Check for warrants on JIMS:

- Select **PF7: "JAIL"**
- Select **PF1: "PERSONS"**
- Then enter: **PASSWORD**  
Subjects **X-REF** or **LAST, FIRST** Name, and **DOB**
- Select **PF2: "PERSONAL DISCRIPTOR"** screen  
Will See **"WARRANTS: FEL-01 MIS-00 INFO-00"**  
ie.. Indicating one Felony warrant

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### • Look up warrant info in JIMS:

- From **PF7: "Jail"**
- Select **PF2: "PERSONAL DISCRIPTOR"** screen
- Select **PF3: "BOOKING"**  
Tab over to **WARRANT**  
Place an **"X"** in **WARRANT**  
Hit **"Enter"**
- To look up further warrant details  
Tab over to **ENTER LINE NO.**  
Then enter the appropriate line number  
Hit **"Enter"**

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### • Calculating Time Credits:

- Select **PF7: "JAIL"**
- Select **PF1: "PERSONS"**
- Then enter: **PASSWORD** and  
Inmate's **X-REF** or **LAST, FIRST** Name, and **DOB**
- Select **PF2: Inmate "PERSONAL DISCRIPTOR"** Screen
- Select **PF11: "BOOKING SUMMARY"**  
Find all relevant case number(s)  
(There are often multiple entries, check them all, if needed)  
Enter relevant line number
- Hit **"Enter"**: Brings up **"REGISTRY DETAIL"** screen  
Find: *Booking date & Release date*

**NOTE:** Even if 11:59 pm *booking* = one full day of credit  
- and 12:01 am *release* time = is one full day of credit

• **Print Complete PF-10:**

Simply place an X on the "Print Summary" line to get summary of all.  
OR Hit **"PF2"** Key (will print complete *Detail* and *Narrative* pages)  
(**"Page Down"** Key will print any any complete JIMS Screen as well)

• **Enter Jail Instructions into JIMS:**

For court ordered: Phone Calls, Hair Cut, etc.....  
Have clerk only enter a Jail Instruction **"JAILINST"** into JIMS

• **Look up probation status /details in JIMS:**

- From **PF2: "PERSONAL DISRIPTOR"** screen ○  
Select **PF12: "Case Hist"**  
Check for subjects CLEAR-PEND cases (w/in last 5 years) ○ Enter *Line number*
- Select **PF7: "Sentence"** If these appear, subject *may* be on probation;  
    **GS-** (general searchable)  
    **GN-** (general non-searchable)  
        - *Check case date.*
- Enter line number of case you wish to check length of term on. ○ Select **"ENTER"**  
    This should give you term or probation. See probation status (aprox. 5<sup>th</sup> line down)  
        - *Be sure to check sentence date to confirm probation status.*

**Note:**

**WebKPF** is much quicker & more user friendly (now has iCLETS link).  
If at a county computer (other than an SSD computer) you can access SSDWeb from any county computer by entering this website:

**<http://ssdweb.sacsheriff.com>** (Username: **ssd\jdoe**)

MAIN JAIL INMATE GANG CLASSIFICATIONS		
WEST SIDE	EAST SIDE	GENERAL
NORTENO	SURENO	1. GP General Population
BLOOD	CRIP	2. PC Protective Custody
ZILLA	MS13	3. T-SEP Total Separation
MOD	STARZ	4. AD-SEG Admin Seg
PIRU	KZT/TRG	5. OPP Out Patient Psych
N. STRUCTURE	HOP SING	6. CIVIL Civil Court hold
G MOB	OMG/SKIN/WOOD/SACRA/NAZI	7. ICE ICE Federal detainee
STRAWBERRY MANOR	GUTTAH BOYS	

## AIRPORT DIVISION

### Alert Levels

**\*\* (Also See Airport Related Codes)**

- Alert One:** An aircraft problem that should NOT normally cause serious difficulty in achieving a safe landing.
- **SSD Airport personnel are NOT required to respond.**
- Alert Two:** An aircraft problem that DOES affect normal flight operations to the extent that there is danger of an accident.
- **1E and 7E response, with additional supervisor duties.**
- Alert Three:** An aircraft accident / INCIDENT HAS OCCURED on, or in close proximity, to the airport.
- **1E and 7E response (when on airport property) with additional supervisor duties. Available Deputies stage at north side of Admin bldg, on the AOA.**

### No Fly List Procedures

**The Airlines, along with FBI / TSIS, makes the determination if subject will be allowed to fly---- NOT SSD.**

- The LEO's primary role is to determine, as much as is possible, the true identity of person in question. (Local and NCIC checks)
  - Attempt to determine if subject is a match
  - See **TERRORISM RESOURCES** section for NCIC / VGTOF Hits.
- If person is (two or more hits); -airline employee and LEO jointly contact:
  - Local **FBI Field Office (916) 481-9110** and...
  - Transportation Security Intelligence Watch (**TSIS**) **(703) 563-3650**
- If subject in question chooses not to fly and wants to leave the airport:
  - Absent other authority, the person should **NOT** be detained.
  - Gather identifying info on a **consensual encounter** basis.

- Name & DOB	- Telephone #	- Recent overseas travel
- Place of Birth	- Citizenship status	- Local lodging & point of contact
- DL#	- Purpose of travel	- Employer name, address, and phone#
- Passport #	- Duration of travel	
- Address	- Travel companions	

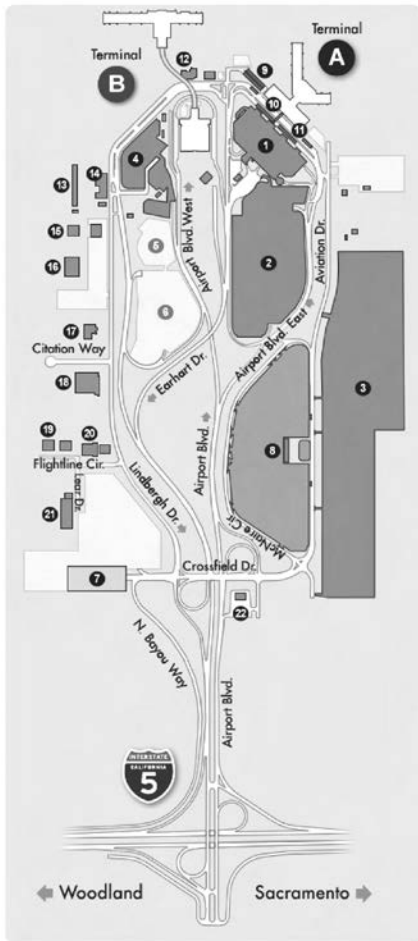
### LEO's Flying Armed

As well as complying with 49 CFR 1544.219, armed LEO's must present **ALL** of the following credentials before entering the sterile area of an airport.

- **Agency issued I.D. / Badge**
- **Second form of government issued I.D.**
- **Plane ticket**
- **Airline PCFA paperwork** (also required at gate before boarding)
- **Department letter "Chiefs Letter"** (Not required for Federal Agents)
- **NLETS Message** (from Records) – one needed for each direction.

**Inspect and compare ALL credentials and paperwork.**





## P SACRAMENTO INTERNATIONAL AIRPORT PARKING

### Public Parking

- |                   |  |
|-------------------|--|
| 1 Parking Garage  | 4 Hourly B Parking                       |
| 2 Daily Parking   | 5 & 6 Daily B Parking Opening early 2012 |
| 3 Economy Parking |  |

### Other Parking

- 7 Free Waiting Area

### Rental Cars

- 8 Rental Car Terminal – Alamo, Avis, Budget, Dollar, Enterprise, Hertz, & National

### Ground Transportation

- 9 On & Off Airport Shuttles & Taxis, Limos, Hotel Shuttles, & Special Events
- 10 RAC, Daily & Economy Parking Shuttles, & Public Transit
- 11 RAC, Inter-Terminal Shuttle, Daily & Economy Parking Shuttles, & Special Events

### Points of Interest

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| 12 International Arrivals          | 18 Cessna Citation Service Center |
| 13 Air Cargo                       | 19 Beneto                         |
| 14 CW                              | 20 FAA FIFO                       |
| 15 Air Cargo (United)              | 21 General Aviation               |
| 16 Sky Chef                        | 22 ARCO Service Station           |
| 17 US Post Office Airport Facility |                                   |

## PENAL CODE VIOLATIONS

### Crimes Against the Peace / Property / Persons / Misc

32	(F)	Accessory to a crime
69	<b>(F)</b>	<b>Resisting an executive officer</b>
118	(F)	Perjury
136.1	(M)	Intimidation of victim / witness
<b>148(a)(1)</b>	<b>(M/F)</b>	<b>Resist / obstruct / delay- Peace Officer</b>
148.10	(F)	Resisting with serious bodily injury
148.1	(F)	False report- of a bomb
148.3	(M/F)	False report- of an emergency
148.5	(M)	False report- of a crime
<b>148.9</b>	<b>(M)</b>	<b>False I.D. to a Peace Officer (Vehicle Code 31)</b>
149	(F)	Assault / battery under color of authority
166.4	(M)	Violation of court restraining order
182(a)(1)	(F)	Criminal conspiracy- 2 or more
185	(M)	Wear mask or disguise for evasion (while committing any public offense)
<b>186.22</b>	<b>(F)</b>	<b>Participation in criminal street gang</b>
187	(F)	Homicide
203	(F)	Mayhem- deprive of body part
207	(F)	Kidnapping
210.5	(F)	Hostage taking
<b>211</b>	<b>(F)</b>	<b>Robbery</b>
<b>212.5</b>	<b>(F)</b>	<b>Home invasion robbery</b>
<b>215</b>	<b>(F)</b>	<b>Carjacking</b>
219.1	(F)	Throwing objects at veh w/bodily harm/damage-also CVC 23110(b)
220	(F)	Assault- with attempt to commit rape
236	(M/F)	False imprisonment
<b>240</b>	<b>(M)</b>	<b>Assault</b>
241	(M)	Assault- on a Peace Officer
<b>242</b>	<b>(M)</b>	<b>Battery</b>
243(b)	(M)	Battery- on a Peace Officer
243(d)	(F)	Battery- serious injury
<b>243(e)(1)</b>	<b>(M)</b>	<b>Battery- spouse / cohabitant / dating relationship</b>
<b>243.9(a)</b>	<b>(F)</b>	<b>Gassing of officer by inmate</b>
244.5	(F)	Assault- with stun gun / taser
<b>245(a)(1)</b>	<b>(F)</b>	<b>Assault- with deadly weapon (non-firearm)</b>
245(a)(2)	(F)	Assault- with deadly weapon (firearm)
270	(M)	Child neglect (270.5-Duty of minor's parent to provide shelter)
272	(M)	Contributing to delinquency of a minor
<b>273a(a)</b>	<b>(F)</b>	<b>Cruelty to child / endangerment likely to produce GBI/ death</b>
273a(b)	(M)	" " conditions other than GBI or death
273d	(F)	Corporal injury of a child (shaken baby synd./ broken bones)
273g	(M)	Habitual drunk- presence of a child
<b>273.5</b>	<b>(F)</b>	<b>DV - Spouse (or former spouse) / cohabitant / child in common</b>
273.6	(M)	Court order violation-DV restraining order/Family Protective Order
<b>646.9(b)</b>	<b>(F)</b>	<b>Violation of Restraining Order or EPO</b>

- 278 (F) Child abduction / concealment
- 302 (M) Disturbance of a religious meeting
- 330 (M) Gambling
- 368(b)(1) (F) Elder / dependant abuse
- 372 (M) Public nuisance
- 374c (M) Shoot from or on a public road / hwy
- 374.4 (I) Littering on public / private property
- 379 (M) **Salvia Divinorum**- sale or distribution to person under 18 y/o
- 381 (M) Possession of toluene- "**huffing**" / glue sniffing for intoxication
- 399.5 (M) Allowing vicious dog to be at large
- 403 (M) Disturb a lawful public assembly
- 404.6 (M) Incitement to riot
- 406 (M) Rout- 2 or more advance & attempt riot
- 407 (M) Unlawful assembly
- 409 (M) Failure to disperse
- 409.5 (M) Entering a closed emergency area
- 415 (M) Disturbing the peace**(public place)(1) fights, (2) noise, (3)verbal
- 422 (F) Terrorist threats- threaten death or GBI**
- 417(a)(1) (M) Brandish- a deadly weapon**
- 417(a)(2) (M) Brandish- firearm**
- 451 (F) Arson
- 459 (F) Burglary**
- 459.5 (M) Shoplifting
- 466 (M) Possession of burglary tools
- 480(b)(1) (F) Counterfeiting equipment (computers also)
- 496 (M/F) Receiving / possession of stolen property - (496d Vehicle)**  
(F if over \$950)
- 496a(a) (M) Junker buys wire/metal illegally
- 498 (M/F) Unauthorized connection to phone/electricity/utility (\$950+ wobbler)
- 532d (M) Solicit money for fake charitable cause
- 537e (M/F) Possession of property with altered number / marking
- 538d (M) Impersonating a Police Officer
- 591 (F) Destroying a telephone line/cable/electricity
- 591.5 (M) Destroying/obstructing a cellular phone or call for emergency
- 594 (M/F) **Vandalism**- over \$400 is felony
- 597 (F) Cruelty to animals (597.7- leaving pet unattended in veh, could cause injury)
- 600(a) (M/F) Injuring police dog or horse
- 602 (M) Trespassing** (602.1 Intentional Interference w/business)
- 602(u)(1) (M) Airport operations area-enter restricted area(boundary posted)
- 602(v)(1) (M) Avoid airport screening procedures
- 602.5 (M) Unlawful entry- enter or remain without consent
- 602.11 (M) Obstructing entry / exit to health care facility, church, or school
- 603 (M) Forcible entry- with damage without consent (squatters, etc.)
- 625(c) (M) Tampering with passenger transit vehicle
- 640(b)(1) (I) Evasion of payment of fare**
- 640.6 (I/M) Graffiti- prior or over \$250 is felony
- 646.9 (a) (F) Stalking and threaten injury
- 646.9(b) (F) Violation of temporary restraining order (Stalking)**

647(b)	(M)	<b>Prostitution- solicitation</b>
647(c)	(M)	Accosts persons in public while begging
647(f)	(M)	<b>Drunk in public-</b> Liquor, drugs, or toluene
647(i)	(M)	Peeping while prowling (h) prowling only
647(j)	(M)	Lodging without permission
647c	(M)	Obstruct movement on sidewalk or street in a public place
653m	(M)	Threatening / obscene phone call
653x	(M)	Misuse of 911 to annoy/harass
664	(I/M/F)	Attempt to commit a crime
849(b)	(Auth)	Release from custody by PO (status change to detention only)
853.6	(Auth)	Booking required-cite & release, unless demand to see Judge
853.7	(M)	Fail to appear after written promise
1203.2(a)	(M/F)	<b>Probation violation</b>
3056	(F)	<b>Parole Violation</b>
13700		<b>Domestic violence definition</b>

### Sex Related Crimes

220	(F)	Assault with attempt to commit rape
243.4	(F)	Sexual battery
261	(F)	<b>Rape // (262 Spousal rape)</b>
261.5	(M/F)	Unlawful sexual intercourse with minor under 18 yrs
263.1	All forms	of nonconsensual sex can be considered rape/based on gravity of offense (2017)
266h(a)	(F)	Pimping- receive payment / support from a prostitute
266i(a)	(F)	Pandering- procure a person for prostitution
286	(F)	Sodomy
288(a)	(F)	<b>Lewd or lascivious acts- sex crime w/child under 14 yrs</b>
288(c)	(F)	<b>“-victim is 14 or 15 and suspect is over 10 yrs older</b>
288a(a)	(F)	<b>Oral copulation</b>
289	(F)	Penetration by a foreign object
290.018	(M/F)	Penalties for violation of the Sex Offender Act (was290(g))
290(b)		<b>Lifetime duty to register-</b> w/in 5 working days annually
290.012		<b>All</b> must register w/in 5 working days of their birthday <b>annually</b>
290.012(b)		<b>Sexually violent predators</b> - no less than every <b>90 days</b> :
290.012(c)		<b>Transients</b> must register -no less than every <b>30 days</b> :
290.01		Register at institution of higher learning w/in 5 days per 290.009
311.11	(F)	Possession of pornography depicting a child under 18 yrs old
314	(M/F)	<b>Indecent exposure</b>
647(a)	(M)	Lewd conduct- solicit or agree to engage in
647(b)	(M)	<b>Prostitution-</b> solicit or agree to engage in (3+ priors is Felony) (ck for new subsections 1,2, 3, 4)
647(i)	(M)	Peeping while prowling (h) prowling only
647(j)	(M)	<b>Using camera to film under or through clothing</b>
647f	(F)	Prostitution w/ prior conviction and positive AIDS test
647.6	(M)	Annoying or molesting children- under 18
653.22	(M)	<b>Prostitution- loiter in a public place</b>
653.23	(M)	Prostitution- direct / recruit / aid

**Financial Crimes (forgery / fraud)**

- 470a (M) Forgery of DL / ID- alters, forges *w/intent to defraud*  
**470b (M) Possession of forged DL / ID- possess w/intent to defraud**  
 470(a) (M) Forgery- sign false signature of any *money transfer document* (Check, money order, notes, etc.)  
**475(a) (M) Possession / passes- forged money transfer document**  
 473 Forged Check, over \$950 (F)  
 476 (M) Forgery / Possession- fictitious bill / note / check  
 476a NSF Check, over \$950 (F)  
**Credit Card / Access Card**  
 484e (M) Possession / Acquire / access card  
 484f (M) Unauthorized use- Forged signature  
 484g (M) Unauthorized use (484h (M) Offenses by merchant)  
 484i (M) Counterfeiting cards

**Thefts (Check current DA Filing Requirements)**

- 459.5 (M) Shoplifting  
 485 (I/F) Lost property- failure to return  
**487 (F) Grand theft- over \$950**  
**488 (M) Petty theft \*(666- petty theft with 3 prior is felony)**  
 496 (M) Receiving Stolen Property, over \$950 (F)  
 496d (M) Possession of a Stolen Vehicle **-over \$950 (F)**  
 498 (M/F) Theft of utilities- over \$950 felony  
 499b(a) (M) Bicycle- take for temporary use (b) vessel  
 502(M/F) Computer related crimes  
**503(M/F) Embezzlement- entrusted property**  
 518 (F) Extortion  
 532 (M/F) Obtain property / labor / services by false pretenses  
 537 (M/F) Defrauding an inn keeper- \$950 felony  
 537e (M/F) Possession of property with altered serial number  
 666 (F) **Petty Theft with QUALIFYING prior**  
**666.5 (F) Felony vehicle/grand theft repeat enhancement**

**Identity Theft / False Impersonation**

- 114 (F) False Documents to conceal true citizenship or alien status  
**148.9 (M) False Identity to Peace Officer**  
 470a (F) Forgery of DL / ID- alters, forges *w/intent to defraud*  
**470b (F) Possession of forged DL / ID- possess w/intent to defraud**  
 \*(14610(a) (M) Possession / fraudulent use of ID)  
 529 (M/F) False impersonation- cause liability or financial harm  
 \*(VC 31 (M) False information to P.O.)  
 529.5(a) (M) Manufacture of counterfeit government ID or DL  
 " (c) (M) Possession of counterfeit government ID or DL  
 530 (M/F) False impersonation- to obtain money / property  
**530.5 (F) Identity theft- use another's information**  
 538d (M) Impersonate a Peace Officer (538e Impersonate a Fireman)

## Weapons Violations (Destructive Devices, IED's, etc)

- 148.1(b) (M/F) Hoax device – maliciously gives, sends, poss., w/intent to...
- 171b (F) Possession of weapon in courthouse- gun / knife (over 4")
- 171.5 (M) Possess of weapon / replica / ammo in airport sterile area
- 374c (M) Shoot from / upon a public highway
- 417(a)(2) (M) Brandish- a firearm**
- 417.25(a) (M) Point / aim laser light in threatening manner
- 417.4 (M) **Brandish/ exhibit imitation/ replica firearm**
- 244.5(b) (F) Assault- with a stun gun or less than lethal (tear gas, slingshot, etc)
- 245(a)(1) (F) Assault- with a deadly weapon- non firearm
- 245(a)(2) (F) Assault- with a deadly weapon- firearm**
- 246 (F) Discharge firearm- inhabited dwelling / vehicle
- 246.3(a) (F) Discharge firearm in **negligent manner** (246.3(b) (M) **B.B. gun**)
- 247(b) (F) Discharge firearm at unoccupied vehicle / building
- 453(a) (F) Possession of a firebomb
- 626.9(b) (F) Bringing / possess firearm at public school, college, university
- 626.95(a) (F) Possession of weapons where children gather / campus
- 626.10(a)(1) (F) Possession of weapons on school property / knife (+2 1/2)
- 21510 (M) Poss. of switchblade knife (+2")**
- (a) in public (b) on person (c) sells, offers for sale, loans, gives
- 11413(a) (M) Terrorizing – destructive device
- 33210 (M) Short barreled rifle- rifle- overall less than 26"/barrel less than 16"  
- shotgun- overall less than 26" / barrel less than 18"
- 21310 (F) Possession of concealed Dirk/ Dagger**
- 29800(a)(1) (F) Convicted Felon in possession of firearm/or narcotic drug addict**
- 12022(a)(1) (F) Commission or attempt felony with a firearm or enhancement
- 12022.4 (F) **Furnishing** a firearm
- 25800 (F) Carrying loaded firearm with intent to commit a felony
- 25400 (M/F) Concealed firearm- (a)(1) in vehicle (a)(2) on person**
- 25400(6)(B)(M/F) Concealed not registered to that person through DOJ
- 26350 (M) Carrying unloaded firearm in public
- 25850(a) (M/F) Carrying loaded firearm in public**
- 25850(c)(6) (F) Carrying loaded firearm- not registered to that person through DOJ
- 25200 (M) Child access to firearms
- 23900 (M) Tampering w/firearm markings
- 23920 (M) Possession of firearm w/tampered marks
- 29610 (M) Possession of a firearm-minor/(29650 ammo poss. by minor)**
- 30600(a) (F) Possess of / make an assault weapon
- 18710 (M) Poss. of a Destructive device
- 18715 (F) Poss. of a destructive device in public place/ bldg/ school
- 18740 (F) Poss. / explodes destructive device- w/intent to injur**
- 18750 (F) Explosion of destructive Device causing bodily injury
- 18720 (F) Possession of explosive device materials w/intent to make..
- 30305 (M) Poss. of ammo by ex-felon/ (a)sell ammo to under 18 y/o (M)
- 30315 (M/F) Possession of armor-piercing handgun ammunition**
- 32310 (I/M) Large capacity mags** (Eff.July 2017, confiscate/surrender to law enforcement)

- 20110 (M/F) IED's / Boobytraps – assembly, placement, maintain  
 31360(a) (F) Possession of body armor by a felon  
 12403.7(g) (M/F) Use of mace / OC against another person  
**22810(e)(1)(M/F) Possession of tear gas** (2.5 ounces or more)  
 20150(a) (M) Alter an **imitation firearm** to look more like a firearm  
**20170 (I/M) Unlawful display of imitation firearms in public place/ school**  
 22610 (I/M) Poss. of stun gun or taser by felon/drug user (M w/priors)  
 29180(a)(1) (M) Manufactured weapon must get serial # from DOJ  
 29180(d)(1) (M) Prohibited sale of manufactured weapon  
 30510 (F) Assault weapons ban-See Penal Code for specific weapon  
(depending on model, there is subsection letter of code)  
 30720(a) (M) Possession of SKS rifle

#### **(Health & Safety Code - H&S)**

- 11370.1 (F) Possession of loaded firearm and drugs  
 11550(e) (F) Under the influence w/loaded firearm  
 11400 def. adds "synthetic cannabinoid" to 11350 (new 2017)

#### **(Fish and Game)**

- 2006 (M) Possession of loaded rifle or shotgun in vehicle  
 2016 (M) Hunting trespass- upon lands with signs forbidding trespass  
 3001 (M) Hunting while intoxicated  
 3002 (M) Shoot from a motor vehicle / boat / airplane (3004-near dwelling)

#### **(Weapon Confiscation Authority)**

- PC 186.22a(f)(1)** Authority to confiscate weapon or ammo from **gang member**  
**PC 18250(a)** Authority- Taking temp custody of firearms (**13700**)  
**W&I 8102** Authority- Firearms Retention

#### **Bias & Hate Crimes**

- 302 (M)) Disorderly conduct at a church  
 422.6(a) (M) Interfering with persons civil rights (Hate Crime)  
 422.6(b) (M) Bias crime- damage property  
 422.7 (M/F) Interfere with violent injury (\$950+ damage)  
 594.3(a) (F) Vandalism- place of worship, religious  
**594.3(b) (F) Hate crime for religious vandalism, cemetery**  
 602.11 (M) Obstructing entry / exit to health care facility, church, or school  
 640.2 (M) Insertion of writings into products  
 11411(a-d) (M) Terrorize- with signs / symbols, etc.  
 11412 (F) Religious Terrorism / Threat to injure- obstruct religion  
 11413a (F) Terrorism- destructive device  
 6254(f) (auth.) Victims of hate crimes can keep their name/ address confidential

**Court / Main Jail Related Codes (Penal Code)**

76	(F)	Threats against Judges, Appointees, certain public officials
92	(F)	Bribery of a juror or court officer / official
93	(F)	Acceptance of a bribe by a juror or court officer / official
95	(F)	Influence juror / court official
95.1	(M)	Threats against a juror
96	(F)	Misconduct of a juror
116	(F)	Tampering with a jury list
118(a)	(F)	Perjury- oral or written
<b>136.1</b>	<b>(F)</b>	<b>Intimidation of victim / witness</b>
137	(F)	Bribery of a witness
148(a)(1)	(M/F)	Resist / obstruct / delay- Peace Officer
<b>166(a)(3)</b>	<b>(M)</b>	<b>Contempt of court- noise / disturbance</b> that interrupts court
166.4	(M)	<b>Contempt of court- unauthorized pic's / video</b> in courtroom - Relate to <b>Rule of Court Code 1.150 &amp; PC 902</b>
167	(M)	Unauthorized recording of jury deliberations
169	(M)	Picketing near court with intent to influence, juror, judge, etc.
<b>171b</b>	<b>(F)</b>	<b>Possession of weapon in courthouse (public building)</b> - gun / knife (over 4") w/fixed blade, tear gas wpn
217.1	(F)	Assault on The President, Judge, or other government official.
241.7	(F)	Assault- on a juror // 243.7 (F) Battery- on juror
415 (1)	(M)	Disturb the peace (public place) <b>fight (2)noise (3)verbal</b>
529	(M/F)	Impersonation of another person – (staff or inmate).
602(y)	(M)	Trespass – Enter / reenter courthouse, city, county, state bldg
<b>602.1(b)</b>	<b>(M)</b>	<b>Obstruct, intimidate, interfere w/business of public agency; Refuses to leave the premises</b>
686.2	(Auth)	For removal of intimidating spectator from court
<b>836.6</b>	<b>(M)</b>	<b>Escape from a Peace Officer</b>
1054.2	(M)	Disclosure of victim or suspect info (ie..by lawyer)
4502(a)	(F)	Possession of a weapon by a prisoner
4532	(F)	Escape from city / county jail
<b>4570</b>	<b>(M)</b>	<b>Unauthorized communication with prisoner</b> (includes letters)
4570.5	(M)	False Identification to secure admission to prison, jail, etc
4573	(F)	Smuggle (bring, send ,assists) controlled substance into jail
<b>4573.5</b>	<b>(F)</b>	<b>Bring Drugs / Alcohol into prison, jail, etc</b>
4573.6	(F)	<b>Possession of Drugs / alcohol in prison, jail, etc</b>
4600	(M/F)	Damage to a prison, jail, or public property inside

**(California Code of Civil Procedures - CCP)**

<b>1211</b>	(Auth)	<b>Civil contempt of court-Judges</b> power to remand - remand up to 5 days or up to \$1000 fine - [Alternate to PC166.4 (Dispo & remand packet only)]
1332	(Auth)	<b>Authority to remand uncooperative witness</b> - (Dispo & remand packet only)
902	(Auth)	<b>No photography</b> or video without judge / PJ permission



## **Airport Related Codes**

148.1	(F)	False report of a Bomb
<b>171.5</b>	<b>(M)</b>	<b>Poss. of weapon, replica wpn, ammo in airport sterile area</b>
246	(F)	Shooting at an inhabited dwelling, occupied vehicle, or occupied aircraft
247(a)	(F)	Shoot firearm at unoccupied aircraft
247.5	(F)	Discharge laser at occupied aircraft
248	(M)	Shining light at aircraft with intent to impair operation
499d	(F)	Aircraft theft
<b>602(u)(1)</b>	<b>(M)</b>	<b>Airport operations area- enter restricted area (posted)</b>
<b>602(v)(1)</b>	<b>(M)</b>	<b>Avoid airport screening procedures</b>
602(v)(2)	(M)	Terminal evacuation **cite 602(v)(1)
625(a)	(M)	Tampering with aircraft / Entry while unattended
625(b)	(M)	Vandalism of aircraft

## **(Health & Safety Code)**

118935(c) (I) Smoking posted area- airport

## **(Federal Aviation Regulations – FAR)**

91.11	Assault, threaten, intimidate, or interfere with an airplane crewmember in the performance of their duties
91.17	Under the influence of alcohol or drugs by flight crewmember
91.17(b)	Passenger – Alcohol or drugs
91.21	Prohibits the use of portable electronic devices by aircraft operating under IFR

## **(Public Utilities Code – PUC)**

21407.1	(M)	Operating aircraft while under the influence of drugs or alcohol
21415	(M)	Intoxicated ground crew - Alcohol

## **(United States Code – 49 USC)**

46502	Air Piracy – Defined
46503	Interference with TSA screening personnel
46504	Interference with flight crew members and attendants
46505	Dangerous weapons on aircraft
46507	False statements / threats

## School Related Codes (Penal Code unless otherwise specified)

71	(M/F)	Threatening school employees / public officers
241.2	(M)	Assault on school / park / hospital grounds
241.3	(M)	Assault on Bus
241.4	(M)	Assault on school Peace Officer
241.6	(M)	Assault on school employee
243(2)	(F)	Battery on Peace Officer
243.2	(M)	Battery on School / park / hospital grounds
243.3	(M)	Battery on Bus
243.5	(M)	Assault/Battery on school grounds *no warrant needed
243.6	(F)	Battery on school employee w/injury- on or off campus
<b>308(b)</b>	<b>(M)</b>	<b>Possess cigarettes / tobacco by a juvenile</b>
381	(M)	Possession of Toluene / inhalants
403	(M)	Disturb a lawful public assembly or meeting
415(3)	(M)	Disturbing the peace- language likely to provoke a reaction
415.5	(M)	Disturbing the peace- school grounds (not student / employee)
518	(F)	Extortion
594.2	(M)	Possess paint or marking substance, with intent to vandalize
594.2(a)	(M)	Aerosol paint graffiti
602.11	(M)	Obstructing entry / exit to health care facility, church, or school
626.2	(M)	Entry on campus by suspended student
626.7(a)	(M)	Non student or employee on school grounds
626.6	(M)	Disruptive activity on school grounds- no return for 7 days
626.8	(M)	“ (without lawful business) “ - non students
626.9	(F)	Bringing / possess firearm at public school, college, university
626.95	(F)	Possession of weapons where children gather / campus
<b>626.10</b>	<b>(M)</b>	<b>Possession of weapons on school property / knife (2 1/2”+)</b>
629.9	(M)	<b>Possession of firearm on school property</b>
653g	(M)	Loitering on or near school- no return for 72 hours - sidewalk, across street, or part next door
<b>29610</b>	<b>(M)</b>	<b>Juveniles in Possession of Firearms (29650 Ammo Only)</b>
		<b><u>(Business &amp; Professions Code)</u></b>
25608	(M)	Possession of alcohol on school grounds (25662 Poss by minor)
		<b><u>(Health &amp; Safety Code)</u></b>
11357(d)	(M)	Possession of marijuana at school – by adult (less than 1 oz)
11357(e)	<b>(M)</b>	<b>Possession of marijuana at school –by minor (less than 1 oz)</b>
		<b><u>(Education Code – E.C.)</u></b>
32051	(M)	Hazing
32210	(M)	Willful disruption on school grounds ( <b>EC Version of the 415</b> )
44810	(M)	Disrupt offsite extra-curricular activities of school employee
48264	(M)	Truancy arrest or temporary custody authority

## OTHER CODES

### BUSINESS AND PROFESSIONS CODE (B&P)

2052	(M)	Impersonating a Physician
<b>4060</b>	<b>(M)</b>	<b>Possess prescription drug- without prescription</b>
<b>4140</b>	<b>(M)</b>	<b>Possess hypodermic needle</b>
4324	(F)	Forged prescription
25601	(M)	Permits licensed premises to be used as a disorderly house
25602	(M)	Sales of alcohol to obviously intoxicated person
<b>25620</b>	<b>(M)</b>	<b>Possession open container of alcohol in public</b>
25658	(M)	Sale to minor / permitting consumption of alcohol by a minor
25661	(M)	False ID to purchase alcohol- Minor
25665	(M)	Minor in a bar- under 21
25656	(M)	Furnishing alcohol to minor- under 21
25662	(M)	Possession of alcohol by minor- under 21
<b>25623(a)</b>	<b>(I/M)</b>	<b>Possession of Powered Alcohol, offer, sell, distribute (new 2017)</b>
<b>22435.2(b)</b>	<b>(M)</b>	<b>Possession of shopping cart (away from owner/business)</b>

### FEDERAL CODES (United States Code - USC)

8.1325	Illegal entry to USA
8.1326	Reentry after deportation for a crime**
10.808	Military desertion
18.2113A	Bank robbery
18.3651	Violation of probation
18.500	Forgery
1461	Mail obscene matter
1708	Theft of mail

### WELFARE AND INSTITUTION CODE (W&I)- Juveniles

300	<b>Ward of the Court- Protective Custody</b> ( <i>Receiving Home 482-2370</i> ) - Dependent / at risk juvenile (under 18)
** Contact CPS for their 24 hr <i>warrant</i> procedure if not immediately life threatening	
305	<b>Temporary Custody-</b> without warrant- (for own good)
601	<b>Incorrigible Minor</b> – Truancy/ Habitually refuses to obey parents
602	<b>Ward of the court - Delinquent Minor</b> ( <i>Juvenile Hall 876-9304</i> ) ** <b>Detention for a crime</b> (other than curfew)

- 625 Temporary custody-** of juvenile  
 - for 601/*incorrigible* or 602/*detention* (**Advise Miranda Rights**)  
 - Ill or Injured, found in public place

- 777 (602/777) Minors commitment to County Institution / Youth Authority**  
**5150 Mental Disorder-** Emergency commitment - Any Hospital  
 5170 Detention of inebriate / or Gravely Disabled 72 hr hold  
**8102 Firearm or Deadly Weapon Confiscation-** from 5150

# **SACRAMENTO COUNTY CODES (SCC's)**

04.54.010	Peddling from public streets or sidewalks
04.54.300	Possession, sale, or use of prohibited fireworks
04.54.320	" Safe and sane fireworks – (June 28 to July 5 only)
05.04.390	Door-to-door sales - prohibited w/out permit
05.64.050	Solicit for charitable funds – permit required
06.68.145	Noise control on public property - 100 ft & verbal warning
06.68.150	General noise reg– disturbs peace and quite of neighborhood
06.84.060	Smoking prohibited - public places
06.84.080	Smoking prohibited - terminals
06.84.085	Smoking prohibited - buses and taxis
06.84.110	Smoking prohibited - County buildings
08.08.050 (I/M)	Prohibited animal/dog conduct - Bite /Scratch / chronic barking
08.08.056	Allow animal to run at large / trespass
<b>09.28.010</b>	<b>Curfew- juvenile violation(10:00 pm to daylight)(loitering!!)</b>
<b>09.28.020</b>	<b>Curfew- parental violations</b>
<b>09.36.048b</b>	<b>Parking prohibited/limited/restricted</b>
<b>09.36.054</b>	<b>Enter bathroom of opposite sex</b>
<b>09.36.057.5</b>	<b>Possession of alcohol in park facility</b>
<b>09.36.059(m)</b>	<b>Possession of prohibited fireworks without permit (park)</b>
<b>09.36.060</b>	<b>Possess or discharge firearm, air gun, or bow (park)</b>
<b>09.36.061(a)</b>	<b>Hunt, molest, harm, chase any animal in a park facility</b>
<b>(d)</b>	<b>Fail to keep dog on leash in a park facility</b>
<b>09.36.065b</b>	<b>Speeding in a park (25mph)</b>
<b>" " e</b>	<b>Parking within closed park</b>
<b>09.36.067</b>	<b>Camping in / exceeding posted park hours w/out permit</b>
<b>09.38.015</b>	<b>Skate boarding</b>
<b>09.40.060</b>	<b>County ordinance for open shooting area</b>
<b>09.42.010</b>	<b>Dangerous weapon / articles into a county building</b>
<b>09.76.030</b>	<b>Possession of marked shopping cart</b>
<b>09.78.010</b>	<b>Urinate / defecate in public</b>
<b>09.80.010</b>	<b>Trespass on private property (after being notified)</b>
<b>09.81.040</b>	<b>Prohibited Solicitation</b>
<b>09.82.020 (I/M)</b>	<b>Loitering (first time(I), two or more(M))</b>
	<b>" obstruct free passage, disturb, annoy, breach of peace</b>
<b>09.92.020</b>	<b>Possession of open container in parking lot / facility</b>
<b>10.20..050</b>	<b>Stand in roadway/ crosswalk &amp; interfere w/ movement of traffic</b>
<b>10.24.010(1)</b>	<b>Curb marking- red</b>
<b>10.24.030</b>	<b>No parking/stopping zone</b>
<b>"a</b>	<b>Vehicle for sale on a roadway</b>
<b>"h</b>	<b>Unauthorized parking- commercial vehicle</b>
<b>10.24.090</b>	<b>Unauthorized parking- loading Zone</b>
<b>10.24.160</b>	<b>Keys in ignition</b>
<b>10.24.170b</b>	<b>Parking prohibited / limited- +72 hours</b>

10.24.175	Park in reserved space- permit parking only
10.24.180	Parking on private property
10.28.030b	Not parked in single space
<b>11.08.115e</b>	<b>Speeding at Airport</b> ("P" is unsafe speed for the conditions)
11.20.90	Loitering at an airport

### HEALTH & SAFETY CODE (H&S) Check Legal and DA Updates

11056	(M)	<b>Valium</b> (dia zepain) - Possession, schedule 3 drug
11173(a)	(F)	False <b>Prescription</b> - procure or attempt, by fraud
<b>11350(a)</b>	(M)	<b>Cocaine, cocaine base (crack)/ heroin- Possession</b>
<b>11351</b>	(F)	<b>Cocaine, cocaine base(crack)/ heroin- Possession for sale</b>
<b>11352</b>	(F)	<b>Transportation / sale of a controlled substance</b>
11353.5	(F)	Adult sale / give away to minor or on <b>school grounds</b>
11353.6	(F)	<b>Juvenile</b> drug trafficking and <b>schoolyard</b> act of 1988
11355	(M)	Sell / furnish substance as a narcotic <b>in lieu of</b> controlled sub.
11363	(F)	<b>Peyote</b> - Cultivation
<b>11364</b>	(M)	<b>Paraphernalia</b> -for unlawful injecting / smoking- (not marijuana)
11365	(M)	<b>Drug House</b> - <i>Present in</i> place drug of drug use- (not marijuana)
11366	(F)	<b>Drug House</b> - <i>maintain</i> a place to sell, use, give away
11370.1	(F)	<b>Loaded firearm</b> and certain drugs- Possession
11377	(M)	<b>Amphetamines</b> , Barbiturates, LSD, PCP, <b>Ecstasy</b> - poss.
11378	(F)	<b>Amphetamines</b> , Barbiturates,(et al)- Poss. for sale
<b>11377(a)</b>	(M)	<b>Methamphetamine- Possession</b>
<b>11378</b>	(F)	<b>Methamphetamine- Possession for sale</b>
<b>11379</b>	(F)	<b>Transportation / sale of a controlled substance</b>
11532(a)	(M)	<b>Loitering</b> for drug activity in a drug area
<b>11550</b>	(M)	<b>Under the influence of a controlled substance</b>
11550(e)	(F)	Under the influence <b>with a loaded firearm</b>
11590		Registered <b>drug offender</b>
118925	(I)	<b>Smoking on public transport</b> - bus / train / aircraft
<b>118948</b>	(I)	<b>Smoking in a vehicle</b> with a minor present (VC 12814.6)
118925/HS	(I)	Smoking on public transport- bus / train / aircraft
118935(c)	(I)	<b>Smoking posted area - airport</b>
12671	(I)	Sell / use unclassified <b>fireworks</b>
12677	(I)	Possess dangerous <b>fireworks</b> without permit
13002	(I)	<b>Throw cigarette</b> - Lit or unlit

See pages 75-76 and drug chart (pg. 78)  
for Marijuana law updates

### \*\*\*Also NEW 2017:

B&P 25623(A) (I/M) Possess, purchase, offer, sale, distribute powdered alcohol

## **New Assault Weapon Laws 2017**

**A semi-automatic, centerfire rifle without a fixed magazine but with one of these specific features is redefined as an assault weapon:**

- A pistol grip that protrudes conspicuously beneath the action of the weapon;
- A thumbhole stock;
- A folding or telescoping stock;
- A grenade launcher or flare launcher;
- A flash suppressor; or
- A forward pistol grip.

**A semi-automatic pistol without a fixed magazine is redefined as an assault weapon if it has any of the following:**

- A threaded barrel, capable of accepting a flash suppressor, forward handgrip, or silencer;
- A second handgrip;
- A shroud that is attached to, or partially or completely encircles, the barrel (except a slide that encloses the barrel) so the shooter can fire the weapon without burning his hand; or
- The capacity to accept a detachable magazine at some location outside of the pistol grip.

**OK to have if legally purchased before 1/1/17 and is registered with DOJ by 1/1/18.**

## **Marijuana Legalization Initiative 2017**

- Legal to use for 21 and older, possession on person- 28.5 grams (1 oz).
- Can have 6 live plants, not visible or outside.
- Cannot exceed 28.5 grams of non-concentrated marijuana, concentrated cannabis amount is 8 grams.
- After harvest and replanting, can store more than 28.5 grams, but must be in locked, non-visible place on property.
- Drivers NOR passengers are allowed to use in operating vehicle, and open containers are NOT allowed.
- Can be used in public (not public places), and not where smoking is prohibited. Also, cannot be possessed at a school, or used 1,000 ft near children (school, daycare...).
- Outdoor grows prohibited.
- Cannot manufacture concentrated cannabis using volatile solvent

## NEW MARIJUANA LAWS

### HEALTH & SAFETY CODES

Cultivation by minor/under 18 yrs	11358	(M)
Cultivate over 6 plants	11362.2(a)(3)	(I)
Cultivate over 6 plants, must be within private residence	11362.2(a)(2)	(I)
Cultivate over 6 plants, must not be visible	11362.2(a)(2)	(I)
Manufacture concentrated, using volatile solvent	11379.6(a)	(M)
Passenger smoke in vehicle/boat, all 21 yrs or older	11362.3(a)(8)	(I)
Poss of open container in veh, boat or veh used for transportation	11362.3(a)(4)	(I)
Possession of paraphernalia, under 21 yrs	11362.1(a)(5)	(I)
Possession/smoking on school grounds	11357(c)	(M)
Possess/transport/give over 28.5 grams	11362.1(a)(1)	(I)
Possess/transport/give over 8 grams concentrated	11362.1(a)(2)	(I)
Sell within 100 feet of school	26054(b)	(I)
Selling without a license	26038(a)	(I)
Selling/cultivate/manufacture with improper license	26050(a)	(I)
Smoke in public place	11362.3(a)(1)	(I)
Smoke where tobacco is prohibited	11362.3(a)(2)	(I)
Smoke or ingest while driving- Passenger	11362.3(a)(7)	(I)
Smoke within 1000 ft of school unless inside residence	11362.3(a)(3)	(I)

### VEHICLE CODES

<b>Smoke or ingest while driving, DUI- no injury</b>	<b>23152(f)</b>	<b>(M)</b>
<b>Smoke or ingest while driving, DUI- with injury</b>	<b>23153(f)</b>	<b>(F)</b>

### **DRUG DOSES Per Specified Quantities\***

#### **Powder Heroin:**

1 gram= 20 doses  
 1 ounce (28.5 grams) = 567 doses  
 1 pound= 9,080 doses  
 1 kilo (1,000 grams) =20,000 doses

#### **Powder Cocaine:**

1 gram= 20 doses  
 1 ounce = 567 doses  
 1 pound= 9,080 doses  
 1 kilo =20,000 doses

#### **Methamphetamine:**

1 gram= 50 doses  
 1 ounce= 1,419 doses  
 1 pound= 22,700 doses  
 1 kilo= 50,000 doses

#### **Hashish:**

1 gram= 20 doses  
 1 ounce = 567 doses  
 1 pound= 9,080 doses  
 1 kilo= 20,000 doses

#### **Tar Heroin:**

1 gram= 50 doses  
 1 ounce= 1,419 doses  
 1 pound= 22,700 doses  
 1 kilo= 50,000 doses

#### **Rock Cocaine:**

1 gram= 50 doses  
 1 ounce= 1,419 doses  
 1 pound= 22,700 doses  
 1 kilo= 50,000 doses

#### **Marijuana:**

1 gram= 3.3 cigarettes  
 1 ounce= 94 cigarettes  
 1 pound= 1,498 cigarettes  
 1 kilo= 3,300 cigarettes

#### **Hash Oil (honey oil):**

1 gram= 50 doses  
 1 ounce= 1,419 doses  
 1 pound= 22,700 doses  
 1 kilo= 50,000 doses

**\*Note:** Doses may vary based on use/tolerance

1 Sweet n' Low packet= 1 gram                      16 oz= 1 pound                      1 kilo= 2 lbs 3 oz  
 8 Ball is 1/8 ounce or 3.5 grams  
 Per PC for reasonable standard, 1 ounce (28.3495) shall be 28.5

**DRUG VIOLATION CHART #1** (H&S Codes)

<b>DRUG</b> Trade and Generic Names	<b>POSSESSION</b>	<b>POSSESS for PURCHASE or SALE</b>	<b>SELL, FURNISH, GIVE, TRANSPORT</b>
<b>AMPHETAMINES</b> --Commonly-- Biphetamine Dexamyl Dexadrine Eskatrol	H&S 11377 M	H&S 11378 F	H&S 11379(a) F
<b>ANABOLIC STEROIDS</b>	11377(b) M	11378 F	11379(a) F
<b>BARBITURATES</b> --Commonly-- Amytal Nembutal Seconal Tuinal Phenobarbital	11377(a) M	11378 F	11379(a) F
<b>COCAINE</b> (hydrochloride/powder) ----- (rock) <b>COCAINE BASE</b> (crack)	11350 M	11351 F ----- 11351.5 F	11352 F
<b>CODEINE</b> 1. Pure 2. Compounds with Tylenol with Emprin with Phenaphen 3. In Cough Syrups	11350(a) M	11351 F	11352 F
<b>DEMEROL</b>	11350(a) M	11351 F	11352 F
<b>DILAUDID</b>	11350(a) M	11351 F	11352 F
<b>DRONABINOL</b> (synthetic hallucinogen)	11350(a) M	11351 F	11352 F
<b>HEROIN</b>	11350(a) M	11351 F	11352 F
<b>LSD</b>	11377 M	11378 F	11379(a) F
<b>MESCALINE</b>	11350(a) M	11351 F	11352 F
<b>METHADONE</b>	11350(a) M	11351 F	11352 F
<b>METHAMPHETAMINE</b> (crystal meth/Crank)	11377(a) M	11378 F	11379(a) F
<b>MORPHINE</b>	11350(a) M	11351 F	11352 F

\*Misdemeanors can be felonies for certain previous convictions, including drugs



**DRUG VIOLATION CHART #2** (H&S Codes)

<b>DRUG</b> Trade and Generic Names	<b>POSSESSION</b>	<b>POSSESS for PURCHASE or SALE</b>	<b>SELL, FURNISH, GIVE, TRANSPORT</b>
<b>PHENCYCLIDINE</b> (P.C.P.)	H&S 11377(a) M	H&S 11378.5 F	H&S 11379.5(a) F
<b>PERCODAN</b>	11350(a) M	11351 F	11352 F
<b>PEYOTE</b> - cultivation HS 11363 (M)	11350(a) M	11351 F	11352 F
<b>PRELUDIM</b>	11377(a) M	11378 F	11379(a) F
<b>PSILOCYBIN</b> "Mushrooms"	11390 M	11391 M	11391 F
<b>QUAALUDE</b> (Methaqualone) (Mecloqualone)	11350(a) M	11351 F	11352 F
<b>RITALIN</b>	11377(a) M	11378 F	11379(a) F
<b>MARIJUANA</b> - over 4 grams <b>concentrated cannabis</b>	11362.1(a)(2) I	Includes HASHISH, Hash Oil, Honey oil (under 4 gm legal for 21 yrs+)	
<b>MARIJUANA</b> -over 28.5 g	11362.1(a)(1)	Dry/cut (under 28.5 gm legal for 21 yrs+)	
<b>MARIJUANA</b> Cultivate 6+ plants	11358 I/M Under 18- I Over 18- M	Felony if certain conditions: 2 or more convictions, illegal diversion of water, hazardous waste, etc	
<b>MARIJUANA</b> -synthetic cannabinoid compounds	11357.5(a) M 11357(b)(1) I/M	Sell, furnish, transport  Possession, Misdemeanor after 1st- (b)(2)	
<b>MARIJUANA</b> -person over 18 yrs	11361(a) (F) 11361(b) (F)	Hires to sell, gives, transports to minor under 14 yrs minor 14-17 yrs	

PC 379 (M) Salvia Divinorum- sale or distribution to person under 18 y/o  
**PC 647(f) (M) Under the Influence- public place (Alcohol, Drugs, Marijuana)**  
**H&S 11550 (M) Under the influence of a controlled substance**  
**H&S 11353 (F) Anyone over 18 yrs-solicits, induces, encourages, or intimidates any minor in regards to HS 11550, narcotics, hires or employs to transport**  
**H&S 11353.5 (F) Anyone over 18 yrs selling narcotics on school grounds**

## VEHICLE CODE VIOLATIONS

### Public Offences / Misc

<b>31</b>	<b>(M)</b>	<b>False information to P.O.</b> *(PC 529(3) for using real person)
2800(a)	(M)	Refusal to obey Peace Officer
<b>2800.1</b>	<b>(M)</b>	<b>Fleeing P.O.-</b> (a) Vehicle (b) Officer on Bicycle
2800.2	(F)	Fleeing P.O.- disregard for safety
2800.3	(F)	Fleeing P.O.- injury / death
2818	(I)	Drive through flare / cone pattern
10751(a)	(M)	Altered / removed VIN
<b>10851(a)(M/F)</b>		<b>Vehicle theft (over \$950 F)</b>
10852	(M)	Vehicle tampering- breaking or removing vehicle parts
10855	(F)	Embezzlement of rented / leased vehicle (also PC 503)
<b>12814.6</b>	(I)	<b>Smoke in vehicle</b> with a minor present in veh ( <b>H&amp;S 118948</b> )
15620(a)	(I)	Unattended child
<b>20001(a)</b>	<b>(F)</b>	<b>Hit &amp; run- injury / death</b>
<b>20002(a)</b>	<b>(M)</b>	<b>Hit &amp; run- property / vehicle damage</b>
21209(a)	(I)	Drive in a bike lane
21655.5(b)	(I)	Drive in carpool lane
23110(a)	(I)	Throw object / substance at Vehicle/ (b) to harm -Felony
<b>23111</b>	<b>(I)</b>	<b>Throw cigarette/ match- lit or unlit(pedestrian veh occupant)</b>
23112(a)	(I)	Littering on hwy (pedestrian or veh occupant)
23114(a)	(I/M)	Spill load on hwy
<b>23123.5</b>	<b>(I)</b>	<b>Using cell phone/any devices while driving</b>
23124	(I)	Minor Using cell while driving *(Hands free device NOT OK)
27001(a)	(I)	Unnecessary use of horn
<b>27007</b>	<b>(I)</b>	<b>Loud music- over 50'</b>
27400	(I)	Headset/Earplugs covering both ears (Both Veh/bikes)
27602(a)	(I)	View TV / video while driving
40302		Mandatory appearance
<b>40508(a)</b>	<b>(M)</b>	<b>Failure to appear</b>

**#1 Lane = is the fast lane**

### Speed / Reckless Driving

22348(b)	(I)	Speeding- over 100mph on hwy
22349(a)	(I)	Speeding- over 65mph (freeway / unposted)
"	(b) (I)	Speeding- over 55mph (undivided hwy)
<b>22350</b>	<b>(I)</b>	<b>Basic speed law- unsafe for conditions (weather, traffic, etc)</b>
<b>22352</b>	<b>(I)</b>	<b>Prima Facie speed Limits (15-uncontrolled int/ 25-Busn Res)</b>
<b>23103(a)</b>	<b>(M)</b>	<b>Reckless driving</b> (also often referred to as wet reckless)
"	(b) (M)	Reckless driving- off-street parking facility/lot
23104(a)	(M)	Reckless driving- injury //(b) (F)Reckless driving- prior conviction
<b>23109(a)</b>	<b>(M)</b>	<b>Speed contest</b>
"	(c) (M)	<b>Exhibition of speed // (11.08.115e(SCO)Speeding at airport)</b>
22400(a)	(I)	Impede / block normal flow of traffic

## **DUI / Alcohol & Drugs Offenses**

- 23136(a) (Civil) Minor with BA .01 or greater- under 21  
\*Use DMV form DS-367M
- 23140(a) (I) DUI with BA.05 or greater- under 21
- 23152(a) (M) DUI by adult (alcohol)**
- (b) (M) **DUI by adult w/BA .08 or greater**
- (c) (M) Addict driving (not in treatment program)
- (d) (M) Commercial License DUI .04 or greater
- (e) (M) Hired driver DUI .04 or greater (**EFF. 7/1/18**) Ex: Uber/Lyft driver
- (f) (M) DUI- Drugs only
- (g) (M) DUI Drugs + Alcohol
- 23153(a) DUI w/injury**
- (b) (F) **DUI w/injury w/BA .08 or greater**
- 23153(c-g) Felony DUI, same descriptions for #(c)-(g) as VC23152
- 23247(e) (M) Reg. Interlock device to drive/ 30 day tow: 14601.6(a)(1)**
- 23220 (I) Driver drinking alcoholic beverage while driving
- 23221(b) (I) Passenger drinking alcoholic beverage while driving
- 23223(a) (I) Open container- driver**
- (b) (I) Open container- passenger
- 23224(a) (M) Possess alcohol- driver (open or sealed)- under 21
- (b) (M) Possess alcohol- passenger (open or sealed)- under 21
- (Harbors and Navigation Code)**
- 650 Operating a boat or using water-skis while intoxicated (.08%)
- 655.6 "zero tolerance" under age 21 (.01 BAC or more)

## **Drivers License / Licensing**

- 12500(a) (M) Unlicensed / expired driver**  
-Authority \*may **arrest & tow** for 12500 / 14601 per 14602.6
- " (b) (I) Driving out of class (**Motorcycle**) /
- 12814.6 (I) Provisional Driver's License **Restrictions/Minor**
- 12951(a) (I) DL not in possession**
- " (b) (M) Refuse to present DL
- 14600(a) (I) DL change of address- notify DMV within 10 days
- 14601(a) (M) DL suspended / revoked**
- " .1(a) (M) DL suspended / revoked- other / financial
- " .2(a) (M) DL suspended / revoked- DUI
- " .3(a) (M) DL suspended / revoked- habitual traffic
- 14603 (I) Disobey DL restrictions
- 14604(a) (M) R/O Knowingly Loaned Vehicle to Unlicensed Driver**
- 14610(a) (M) Use altered or fraudulent DL

## **Registration / Insurance / Tabs**

- 4000(a) (I) Expired registration**  
-Authority \*(Over 6 months **tow** per 22651(o))
- 4454(a) (I) Registration- not with vehicle**
- 4152.5 (I) Registration- out of state  
-change of address within 20 days
- 4159 (I) Registration- change of address within 10 days

<b>4462.5</b>	<b>(M)</b>	<b>Display false registration / tabs</b>
<b>5200(a)</b>	<b>(I)</b>	<b>Two plates required</b>
5201	(I)	Plates not securely attached (clearly visible & 12-60" height)
5201(b)(2)	(I)	Tabs covered/Plate cover obscures Lic plate#
5201(f)	(I)	License plate cover obscuring
<b>5204(a)</b>	<b>(I)</b>	<b>Current registration tabs not properly displayed</b>
5900(c)	(I)	Change of ownership required within 5 days (buyer)
8804	(M)	Registration fraud- registered out of state
11713(j)	(M)	Misuse of dealer plates
<b>16028(a)</b>	<b>(I)</b>	<b>Proof of current insurance</b>

### **Driving / Passing / Turning / Stopping**

21460(a)	(I)	Double solid lines- drive to left of
21650	(I)	Drive on wrong side of roadway
21657	(I)	One-way street- drive wrong way
21658(a)	(I)	Unsafe lane change / straddling
21663	(I)	Drive on a sidewalk
21655.5(a)	(I)	Car pool lane
<b>21658(a)</b>	<b>(I)</b>	<b>Change lane w/out due caution / Straddling lane</b>
<b>21703</b>	<b>(I)</b>	<b>Following too close / tailgating</b>
<b>21706</b>	<b>(I)</b>	<b>Following emergency vehicle too closely (300ft)</b>
<b>21712</b>	<b>(I)</b>	<b>Unlawful riding or towing (on lap, or unintended portion)</b>
<b>21755</b>	<b>(I)</b>	<b>Passing on right when unsafe</b>
21806(a)(1)	(I)	Failure to yield to emergency vehicles
21950(a)	(I)	Fail to yield to <b>pedestrian</b> in crosswalk
<b>21951</b>	<b>(I)</b>	<b>Pass vehicle stopped for pedestrian</b>
<b>21970(a)</b>	<b>(I)</b>	<b>Vehicle block crosswalk / sidewalk unnecessarily</b>
<b>22100(a)</b>	<b>(I)</b>	<b>Improper Right turn (from improper lane) at intersection</b>
<b>(b)</b>	<b>(I)</b>	<b>Improper Left turn (from improper lane) at intersection</b>
22101(d)	(I)	Fail to obey turn sign or marking *ie: Straight from a turn lane or disobey no left / right turn at intersection
<b>22102</b>	<b>(I)</b>	<b>U-Turn in business district</b>
<b>22103</b>	<b>(I)</b>	<b>U-Turn in residential district (vehicle w/in 200 ft)</b>
22104	(I)	U-Turn at fire station
22106	(I)	Unsafe backing
22107	(I)	Unsafe turn- fail to signal (if another vehicle affected)
22108	(I)	Turn- duration of signal minimum 100 ft.
22109	(I)	Stopping- suddenly without signal or decrease of speed
22454(a)	(I)	Stop for school bus with red lights flashing
22526(a)	(I)	Blocking intersection / crosswalk (Anti-gridlock)

### **Right of Way**

21800(a)	(I)	Failure to yield- to vehicle in intersection
<b>21801(a)</b>	<b>(I)</b>	<b>Failure to yield- left / u-turn</b>
<b>21802(a)</b>	<b>(I)</b>	<b>Failure to yield at- stop sign or flashing red light</b>
21804(a)	(I)	Failure to yield- from public or private property
21806(a)(1)	(I)	Failure to yield- to emergency vehicle

**Stops - Signs / Signals / Markings**

- 21451(a) (I) Green light - proceed but yield to traffic/pedestrian lawfully in Intersection / crosswalk  
 (b) (I) Green arrow- " "
- 21453(a) (I) Red light - stop required- at marked limit line**  
 (c) (I) Red arrow- " "
- 21457(a) (I) Flashing red light- stop required
- 21461(a) (I) Fail to obey sign/signal (Do Not Enter / No U-turn)**
- 22450(a) (I) Stop sign- stop required**
- 22526(a) (I) Blocking intersection/crosswalk (Anti-gridlock)

**Seatbelts / Child Restraints**

- 23116(a) (I) Driver with person in pick-up truck bed
- 23117(a) (I) Untethered animal in pick-up truck bed
- 27315(d)(1)(I) Seatbelt required- all over 16yrs**
- 27360(a) (I) Child restraint- under 8yrs / 80lbs (driver is parent & present)**  
 " (b) (I) Child restraint- (unless parent not driver)  
 & Under 40lbs/40 inches / under 2/rear facing (2017)
- " .5(a) (I) Seatbelt- 6 to 15 yrs (Parent)
- .5(b) (I) Seatbelt- 6 to 15 yrs (Driver)

**Lights**

- 24003 (I) Unlawful lights (lighted license plate frame- unless red)
- 24250 (I) Headlights- fail to turned on during hours of darkness**
- 24252(a) (I) Lighting equip- good working order (ie. damaged rear light)
- 24400 (I) Headlight broken, out, or improper height (two required)**
- 24403 (I) Fog lights- improper height or out of adjustment
- 24407(a) (I) Headlight adjustment- high beam  
 (b) (I) Low beam
- 24409(a) (I) Failure to dim headlights- oncoming (500')**
- 24409(b) (I) Failure to dim headlights- following (300')
- 24411 (I) Off-highway lights- not covered or too many
- 24600(e) (I) Taillight required/inoperative or not visible 500 ft to rear
- 24601 (I) License plate lamp required - w/white light (visible 50 feet)**
- 24603(e) (I) Brake light/ tail light inoperative. Red / yellow broken**
- 24800 (I) Driving w/parking lights only**
- 24951(b)(1)(I) Turn signals required / inoperative
- 25950(a) (I) Light emitted to the front shall be white or yellow
- 26100 (I) Aftermarket flashing brake lights
- 26101(b) (I) Modification of lighting equipment (tape on taillight)

**Windows / Mirrors**

- 26708(a)(1)(I) Windows obstructed- tinted windows**
- 26708(a)(2)(I) Drivers view obstructed through windshield
- 26709(a) (I) Rearview Mirrors- two required (one to left side)
- 26710 (I) Windshield broken or defective**

## Mechanical / Equip

- 24002(a) (I) **Unsafe vehicle** / condition / load / safety hazard
- 24008 (I) Lowered vehicle (rim height)
- 26706(a) (I) No windshield wipers (26700(a) no windshield)
- 27000 (I) Horn required
- 27135(f) (I) Seatbelt not in good working order
- 27150(a) (I) Muffler required- excessive noise / defective
- 27151(a) (I) **Muffler modified to increase noise**
- 27153 (I) Excessive exhaust / smoke
- 27155 (I) fuel cap missing
- 27465(b) (I) Bald tires
- 28071 (I) Bumper required- front and rear.

## Motorcycles

- 12500(b) (I) **Driving motorcycle out of class** (class M1 Motorcycle/M2 Moped)
- 12509(d) (I) Riding on freeway with permit
- 22502(a) (I) Curb parking- wheel / fender must touch
- 24600(a) (I) Taillight- one required
- 24951(b)(4) (I) Turn signals required
- 25251.2 (I) Modulating headlamps during hours of darkness
- 25650 (I) Headlight- during darkness
- 27202 (I) Muffler exceeding noise limits
- 27800 (I) Passenger in front of driver
- " (I) No footrests provided for passenger
- 27801(b) (I) Handlebars too high (6" above shoulder)
- 27803(b) (I) **Helmet required- driver & passenger**  
**(Motorized Scooter & Motorized Skateboard)**
- 21235(d) (I) Driver must be at least 16y/o
- 27803(c) (I) Driver must wear a properly fitted helmet
- 21720 (I) **(Pocket Bikes)** Operation permitted on *private property only*

**Lane Splitting** is legal in California if done in a safe and prudent manner.

## Pedestrians

- 21453(d) (I) Cross on red light
- 21456(b) (I) **Cross on- "Don't Walk/Wait"**
- 21461.5 (I) Pedestrian fails to obey any sign, signal
- 21950(b) (I) **Ped. causing hazard** (run in front of veh/ stop or delay traffic)
- 21955 (I) **Jaywalking**
- 21956 (I) Pedestrian on roadway (must be on extreme left, facing traffic)
- 21957 (I) **Hitchhiking-** stand on a roadway soliciting a ride from a driver
- 21960 (I) Pedestrians on a freeway prohibited unless emergency, etc..
- 21970(a) (I) **Vehicle** blocking crosswalk- by stopping a unnecessarily
- 22520.5(a) (I) **Beg, solicit, display sign within 500 feet of freeway ramp.**
- 23111 (I) Throw cigarette/ match- lit or unlit. (Pedestrian or veh occupant)
- 23112(a) (I) Throw or litter upon a roadway. (Pedestrian or veh occupant)

## Bicycles

- 21200.5 (M) DUI on a bicycle
- 21201 Equipment requirements**
- (a) (I) Brake- and in good working order
- (d) (I) **Front lamp(300ft) & reflector(500ft)- required during darkness**
- 21202(a) (I) Right hand edge- when slow moving/ practical
- 21204(b) (I) Ride on any portion other than a seat
- 21205 (I) Carry item which prevents at least one hand on handlebars
- 21212(a) (I) Helmet required- under 18 yrs.**
- 21650.1 (I) Operate on wrong side of highway / road**
- 27400 (I) Headset/Earplugs covering both ears

## Parking Violations

- 21970(a) (I) Block crosswalk / sidewalk unnecessarily
- 22500 (I) Prohibited stop / stand / park
- " (a) (I) Within an intersection
- " (b) (I) On / in crosswalk
- " (e) (I) In front of a driveway
- " (f) (I) On sidewalk
- " (h) (I) Double parked
- " (i) (I) Bus Stop- posted
- " (k) (I) On bridge
- 22500.1 (I) Fire lane**
- 22502(a) (I) Parallel park with-in 18" right curb
- " (b) (I) Wrong side of street
- 22504(a) (I) Stopped / park on roadway
- 22507.8(a) (I) Disabled space- parking in stall space**
- (b) (I) Disabled space- parked blocking space
- 22507.8(c)(1) (I) Disabled space- parked on lines / boundaries
- " .8(c)(2) (I) Disabled space- parked on crosshatch line area
- 22514 (I) Fire hydrant- stop / obstruct within 15 FT**
- 22515(a) (I) Unattended vehicle / brake not set and motor running
- (Sacramento County Codes)**
- 10.24.010(1) Curb marking- red
- 10.24.030 No parking/stopping zone
- " a Vehicle for sale on a roadway
- " h Unauthorized parking- commercial vehicle (over 1hr)(i for RV)
- 10.24.090 Unauthorized parking- loading Zone
- 10.24.160 Keys in ignition
- 10.24.170b Parking prohibited / limited- +72 hours
- 10.24.175 Park in reserved space- permit parking only
- 10.24.180 Parking on private property
- 10.28.030b Not parked in single space

## Towing Authority (Check Current Division Policy on Towing)

- 10751 (M) Altered or removed VIN numbers
- 14602.6 Cited for 12500(unlicensed) or 14601(suspended/ revoked)**  
**\*30 Day Impound (SHALL arrest & tow-if requirements met)**  
*(or 22651(p)- is not a 30 day hold)*
- 22651(a)** Abandoned on bridge, causeway, tunnel & obstructing traffic
- “ (b) Abandoned on highway & obstructing traffic or causing hazard
- “ (c) **Stolen or embezzled vehicle**
- “ (d) Blocking private driveway
- “ (e) Blocking fire hydrant
- “ (f) Vehicle left on right-of-way of highway for more than 4 hrs
- “ (g) **Driver Injured or ill (accidents, etc.)**
- “ (h) **Driver arrested & booked.**  
 - & unable to safely store vehicle. (Try first, if appropriate!)
- “ (i) 5 or more unpaid parking violations on file
- “ (j) Illegally parked on highway- no plates or registration
- “ (k) Parked on highway in excess of 72 hours
- “ (l) Parked in a posted “no parking” for construction (24 hr notice)
- “ (m) Parked in a posted “no parking” for special use (24 hr notice)
- “ (n) No parking zones- county / city posted
- “ (o) **Registration expired in excess of 6 months**
- “ (p) **Cited for 12500(unlicensed) or 14601(suspended/ revoked)**  
**- and no 30 day hold placed.**
- “ (q) Parked in excess of 24hrs in violation of County/City ordinance
- “ (r) Illegally parked blocking other vehicle
- “ (s) Parked or stopped in roadside rest area in excess of 8 hrs
- 22651.5 Vehicle with actively audible alarms
- 22651.6 Engaged in speed contest- driver arrested (not 30 day hold)**
- 22653(c) From private property- driver arrested
- 22655 Removal of vehicle for investigating hit-and-run accident
- 22655.3 For investigation of pursuit/ evading P.O.
- 22655.5 For investigation of crime- contains evidence
- 22656 Removal from Railroad / Light Rail right-of-way
- 22669(a) Abandoned on public or private property (Abatement tow)
- “ (d) Dismantled on public or private property (Abatement tow)
- 23109.2(a) Vehicle impound- Participating in speed contest**  
**\*30 Day Impound (may arrest & tow!)**

The courts are clear that VC 12500/22651(p) tows, VC 14601/22651(p) tows and VC 4000(a)/22651(o) tows make the community safer by reducing the chance that irresponsible people will return and drive their car from the scene. Note: Any time deputies tow a vehicle, they should articulate in the report how the community or the car itself is safer because it was towed

**~If NO CA License, but Lic from other state/if ever issued/even if expired:  
 change 14602.6 to 22651(p)---NO 30 DAY tow**



## TOWING DETAIL INFORMATION

### Location:

2101 Hurley Way, Sacramento CA 95825

### Hours of operation:

Public Counter – Monday through Friday, 08:00 – 17:00

### Telephone Numbers:

Public line	876-6641 (08:00 – 1700)
Fax	876-6621
Sergeant	876-6605
	876-6610 / 6611 (Not a Public Number)
Vehicle Abatement	875-5656

### Vehicle Releases:

To obtain a vehicle release, the **registered owner** of the vehicle must respond to the sheriff's Towing Detail during normal business hours and provide:

- Valid DMV registration for the vehicle  
-If vehicle can not be legally registered, a copy of the receipt of DMV fees paid accompanied with a temporary moving sticker will suffice.
- Possess a valid driver's license
- Pay administrative release fee of current rate.

Inform the registered owner the administrative release fee is separate from any other towing and storage fees the registered owner may be liable to the Tow Company.

Further, the vehicle release process is separate from any other vehicle code citation or criminal charges and does not resolve those issues.

### Contestment of Tow Validity:

If the registered owner wishes to contest the validity of the tow, direct them to write a letter to the Towing Detail, postmarked no later than **10 days** from the date towed, requesting a hearing. A hearing will be scheduled within 48 hours, not including weekends and holidays, from receipt of the request.

### 30 Day Hold:

Officers who place a vehicle on a 30 day impound hold must fax a copy of the Recovered **Vehicle Report, Citation or booking face sheet, the DMV printout of vehicle registration and the DMV printout of driver's license report** to the Sheriff's Towing Detail at **876-6621**. It is imperative this is completed by the end of each shift. Rancho Cordova Officers turn in paperwork to RCPD.

[illegible]



## Sign on procedure:

To sign on, click the MDT desktop icon.

The sign on box will automatically appear or select any button on the main MDT screen. The F1 key will always return you to the MDT screen if it is minimized.

*Note: F2 Displays drop-down lists where applicable.*

- **Unit:** Unit identifier (i.e. 25G1)
- **Unit Type:** Code for unit type (Patrol (PT), Motor (MC), K9 (K9), etc.)
- **Coverage:** District assigned plus additional if desired
- **Officer/Passenger:** Department identification number
- **Password:** Radix password (Same as i-clets)
- **Portable:** Portable radio number decibel number.
- **Telephone No:** Telephone number
- **Recruit:** If trainee check box
- **Additional field below Officer/Passenger:** Free-form field which can be used for additional officers or passengers (ride-a-longs)

- **Receive copies of dispatches for these areas:** Coverage areas you would like to copy calls from (not receive)
- **Vehicle Number:** (Auto-filled)
- **Mileage:** Vehicle mileage
- **Capabilities:** Units actual capabilities when logged on. (i.e. LER if actually carrying a rifle)
- **Radio ID:** Vehicle radio number (Auto-filled)
- **Vehicle Condition:** Free form text box for information about vehicle condition.
- **Remarks:** Free form text field

**Once Fields have been completed select Send and Close.**



Send and Close

### Note:

- The CAD produces Report numbers instead of Event numbers.
- If the call requires a report, there will be a box in the **Clear Call** window to check.
- Certain information from your call will be readily available to begin an AFR report.

Once you have successfully sent the sign on transmission, your current unit status will display in the *Status Information* line at the bottom of the MDT screen.

### **En Route (F3):**

Select the **En Route** button.



### **On Scene (F4):**

Select the **On Scene** button.



### **To clear a call (Ctrl A):**

Select the **Clear Call** button.

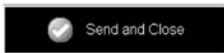


The *Clear Call* window will display.

A screenshot of the "Clear Call" window. It has a title bar "Clear Call" and three buttons: "Send and Close" (checked), "Reset", and "Exit". Below these are fields for "Call #", "Final Type", "Founded" (checked), "Report" (unchecked), "How Cleared", "Study", and "BOLO". There is a "Remarks" text area and a footer that says "The call number to clear. Alt+0 - Me Now". An arrow points from the "Report" checkbox to the text "If a report is taken, check the report box." below the window.

If a report is taken, check the report box.

**Once fields have been completed  
select *Send and Close*.**



Only the last unit or *Primary* unit needs to use the *Clear Call* window.

All others may just utilize the **In Service** button and not have to clear with a disposition.



### **Study Codes**

- **GR** - Gang Related
- **MH** - Mental Health
- **WS** - Watch Summary
- **TS** - Transient, etc.)



check for Updates often

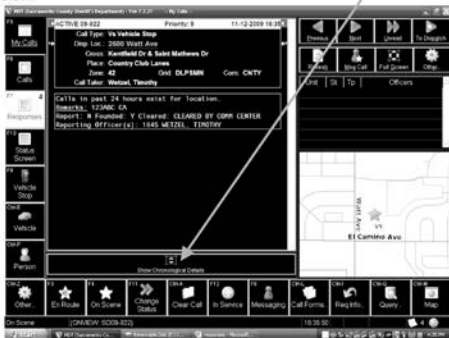
## My Calls Screen:

The *My Calls* screen is where an officer can view his current call and units assigned to that call.



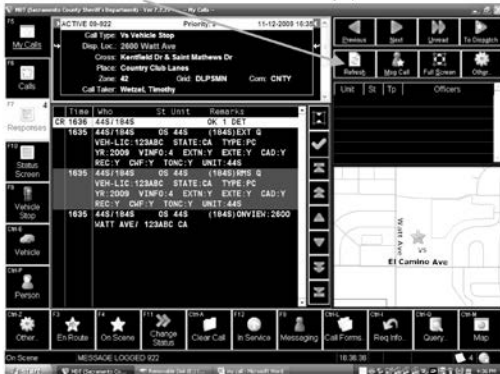
The call window can be expanded by selecting the *Show Chronological Details* arrows. The two views are shown below.

The dispatched location (in red) can be selected to view a premise history of that location.



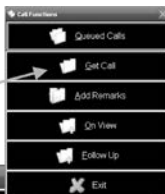
When viewing the *My Calls* window, **Refresh** must be selected to show any updated information.

The call window expanded to show chronological view.



## Pulling up call information:

To pull up information, on any call, utilize the **Call Forms** button.



Once the **Call Function** window appears, select **Get Call**.



**Get Call**

Send and Close    Regret    Exit

Call #  Enter a Unit to get a call a unit is on.

Browse Calls  Zones    Hours  3

The call number to retrieve. Alt+0 - 'Me Now'.

Enter the call number in the **Call #** field and the window shown below will display. This window provides the officer with information about the call.



MDT Sacramento County Sheriff's Department - Ver 7.2.31 - Responses

F5	Time	Type	Description
My Calls	11-12-2009 16:35:17	External Source	4VBIAA000K0JA QV CA0340000 LIC/123ABC LISICA NO HTS NC
	11-12-2009 16:35:18	General	No Match Found
F8	11-12-2009 16:43:05	General	ENTRIES FOR MDT 3SI-ESP TRAC PACS ADMIN FONES CENT
Calls	11-12-2009 16:58:20	Call	ACTIVE 09-843 Priority: 4 11-06-2009 15:25 Call Ty
F7	11-12-2009 16:58:50	Call	QUEUED 09-844 Priority: 3 11-06-2009 15:26 Call T
Responses	<p>QUEUED 09-844 Priority: 3 11-06-2009 15:26</p> <p>Call Type: 207at Kidnapping - Attempt Only</p> <p>Disp. Loc.: 4400 Elkhorn Blvd</p> <p>Apt.: 22</p> <p>Apt.: 22</p> <p>Cross: Butterball Way</p> <p>Zone: 13 Grid: NH Com: CNTY</p> <p>Remarks: TEST EVENT FOR PRIOR 3 ONLY</p> <p>Complainant:</p> <p>Province: California</p> <p>Report: Y Founded: Y Cleared: CLEARED BY COMM CENTER</p> <p>Self-Dispatch 44S to 09-844</p>		
F10	Status Screen		
F8	Vehicle Stop		
CMS-E	Vehicle		
CMS-P	Person		
CMS-Z	Other..		
F3	F4	F11	CMS-A
En Route	On Scene	Change Status	Clear Call
F12	F8	CMS-L	CMS-I
In Service	Messaging	Call Forms..	Req Info..
CMS-Q	CMS-M		
Query..	Map		

Message accepted 16:58:57

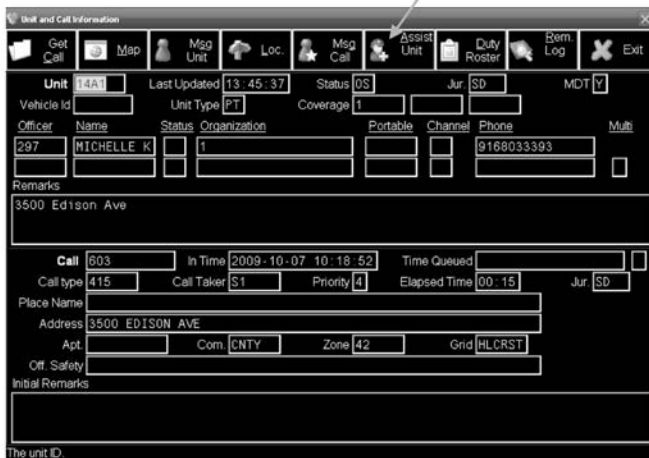
MDT Sacramento Co... Remove this call... self stop queued call - 16...

### Self-Dispatching:

The system allows an officer to put him or herself out on another officer's call.

To do this you must pull up the officer's call and select the **Assist Unit** button.

This will automatically place you on the call and put you en-route.



**Unit and Call Information**

Get Call | Map | Msg Unit | Loc. | Msg Call | **Assist Unit** | Duty Roster | Rem. Log | Exit

Unit: 14A1 | Last Updated: 13:45:37 | Status: 0S | Jur: SD | MDT: Y

Vehicle Id: | Unit Type: PT | Coverage: 1 | |

Officer	Name	Status	Organization	Portable	Channel	Phone	Multi
297	MICHELLE K		1			9168033393	

Remarks: 3500 Edison Ave

---

Call: 603 | In Time: 2009-10-07 10:18:52 | Time Queued: |

Call type: 415 | Call Taker: S1 | Priority: 4 | Elapsed Time: 00:15 | Jur: SD

Place Name: |

Address: 3500 EDISON AVE

Apt: | Com: CNTY | Zone: 42 | Grid: HLCRST

Off. Safety: |

Initial Remarks: |

The unit ID:



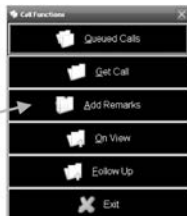
## Adding Comments to a call:

To add comments to your call select the **Call Forms** button.



The *Call Functions* window will display. Select **Add Remarks** to add comments.

You no longer have to send comments to dispatch and have them added to your call.



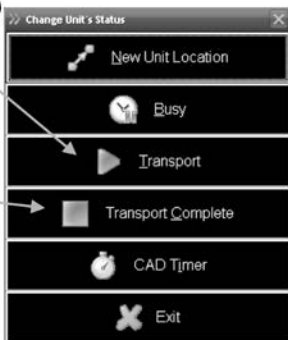
The *Call #* box will be pre-filled, if assigned to a call.

## Change Status (F11): (Transports, Etc.)

If transporting a prisoner utilize **Change Status** and select **Transport** from the Status Window and enter in the information.



When the transport is complete, select **Transport Complete** and enter in the information.



*Note:*

*You must be on a call to utilize this function.*

## Unit information: (formerly DR)



To run a unit's (DR) information select the **Status Screen**.

This will enable you to select any unit from the available units listed below and view their information.

You may change or add to the Coverage area to view additional areas and units.

The window below will display the selected unit's information.





## Active roster by area (formerly SU):

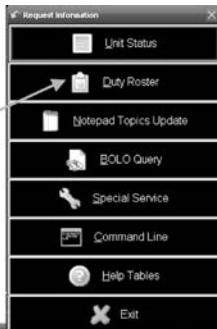
To pull up a unit's (DR) or roster (SU) for a particular area, utilize the **Req Info** button.

Select **Duty Roster** from the Request Information table.

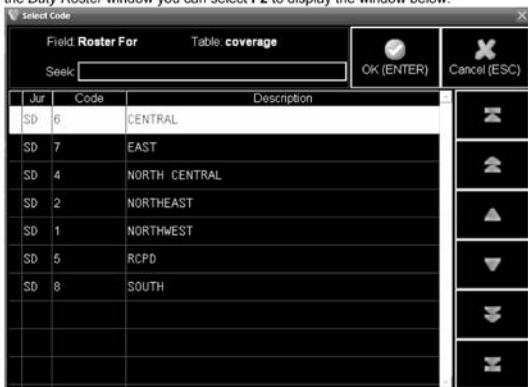
This will display the *Duty Roster* window.

Select the area in which you want a list of units or leave the field blank if you wish to see your own area.

You may also enter in a unit's designation to display that unit's (DR) information.



Once in the *Duty Roster* window you can select **F2** to display the window below.



## Queued Calls (Pending Calls):

To view pending calls in your area select the *Status Screen*.

The pending calls for your *Coverage* area will be displayed in the *Queued Calls* window.

To view calls from other areas add them to or change your *Coverage* area.

To see the call, you can highlight and select enter.

My Calls

Available Units

Unit	Tr	St
10A1	PT	
14A1	PT	
21A1	PT	
21H1	PT	
440	GU	
61A1	PT	

Queued Calls

Unit	Tr	St	Call #	Elap	P	Zone	Type	Address / Remarks
Y			841	99:59	3	44	9999	El Camino Ave / East / This Is Test Event For Prior 1 Call Only
			844	99:59	3	13	207AT	22-4400 Elkhorn Blvd / Test Event For Prior 3 Only
			849	99:59	6	21	CSGB	Madison Ave / Dale Ave / Test Event For Prior 5 Only
			960	99:59	8	14	TEST	Madison Ave / Hillside Blvd / Test Event For Prior 8 Only

Dispatched Units

Unit	Tr	St	Call #	Elap	P	Zone	Type	Address / Remarks
PJ15	PT		843	80:21	4	25	242Q	8630 Greenback Ln / Testing

Other, En Route, On Scene, Change Status, Clear Call, In Service, Messaging, Call Forms, Req Info, Query, Map

When a call is selected from the *Queued Calls* window it will display as shown below.

Call Information

Get Call, Map, Loc, Exit

Call: 581, In Time: 2009-09-24 09:46:27, Time Queued: 2009-09-24 09:47:33, R

Call type: 245M, Call Taker: S1, Priority: 2, Elapsed Time: 99:38, Jur: SD

Place Name: 3614 LARCHMONT SQUARE LN

Address: 3614 LARCHMONT SQUARE LN

Apt: , Com: CNTY, Zone: 42, Grid: ARCDVL

Off. Safety: SUSP HAS GUN

Initial Remarks: BMA, RED SHIRT, BLK PNTS, JST SHOT BFA, BLU DRESS... FEM LAYING IN ST... BMA GOA ON FT WB FRM LOC 2 AGO//FIRE ADVSD//FEM NOT MOVING

Remarks: 3614 Larchmont Square Ln / Bma, red Shirt, blk Pnts, jst Shot Bfa, blu Dress... fem Laying In St... bma Goa On Ft Wb Frm Loc 2 Ago / / Fire Advsd / / Fem Not Moving

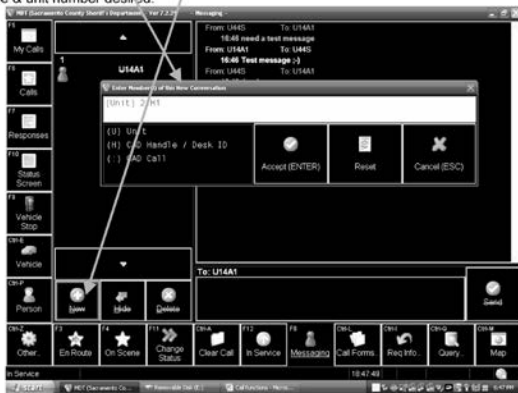
The call number.

## Messaging (formerly A.M.'s):

Messaging is used to send a message to another unit, group of units, or C-Station.



To create and send a message select the **Messaging** Button (above).  
When the below screen appears select **New**.  
This will prompt the another window to appear.  
Enter in the type & unit number desired.



If you are on a call you can select the **Msg Call** button to send a message to all units on that call.



Your message will be red in color; the responding unit will be green.



CAD

## On Views:



To create an on-view, select **Call Forms**, then select **On-view**.

The "On View" form has a title bar "On View" and three buttons: "Send and Close", "Reset", and "Exit". Below these are fields for "Call Type" (a dropdown), "Location" (a text field with a location pin icon), "Loc. Desc" (a text field), "Apt" (a text field), and "Mun" (a dropdown). There is a large "Remarks" text area at the bottom. A status bar at the bottom says "The type of call to create. F2 for values."A vertical menu titled "Call Functions" with several options, each with a folder icon: "Queued Calls", "Get Call", "Add Remarks", "On View", "Follow Up", and "Exit". An arrow points from the "On View" option in this menu to the "On View" button in the "On View" form.

The **On-view** form is typically used for vehicle stops (there is a shortcut button), 925's etc

## Busy Codes:

**Busy Codes** are used instead of creating events.

Typical uses for busy codes include;

Code 7, 600W, 10-10, 10-21's etc.

**Using a busy code accounts for a unit's time and does not create a need for an incident number.**

To use a busy code select the **Status Change** button.



Once the **Status** window appears select: **Busy**.

A vertical menu titled "Change Unit's Status" with several options, each with an icon: "New Unit Location" (location pin), "Busy" (clock), "Transport" (play button), "Transport Complete" (square), "CAD Timer" (alarm clock), and "Exit" (X icon). An arrow points from the "Busy" option in this menu to the "Busy" button in the "Busy" form.

The **Busy** form allows you to choose a wide variety of codes to put yourself out on.

The "Busy" form has a title bar "Busy" and three buttons: "Send and Close", "Reset", and "Exit". Below these are fields for "Busy Code" (a dropdown), "Remarks" (a text field with a location pin icon), and "Lock MDT?" (a checkbox). A status bar at the bottom says "What are you busy doing. F2 for values."



### Vehicle Stop (F9):

To conduct a vehicle stop, use the **Vehicle Stop** button.



(This is a short-cut to the on-view function.)

Once selected enter in the information and select **Send and Close**. This will create an incident.

The form is titled "Vehicle Stop" and has a dark background. It contains the following fields and controls:

- Buttons: "Send and Close" (with a circular arrow icon), "Regist" (with a document icon), and "Exit" (with an 'X' icon).
- License: A text input field.
- State: A dropdown menu showing "CA" with a heart icon and a refresh icon.
- Location: A text input field with a location pin icon on the right.
- Loc. Desc: A text input field.
- Mun: A dropdown menu with a heart icon.
- Remarks: A text input field.
- Footer: "The license number of the vehicle."

### Run vehicles (Ctrl E):

To run a vehicle by license plate or VIN, select the **Vehicle** button.



It will allow you to enter in a vehicle's information and check various resources.

The form is titled "Query Vehicle" and has a dark background. It contains the following fields and controls:

- Buttons: "Send and Close" (with a circular arrow icon), "Regist" (with a document icon), "Pg Form" (with a hand icon), and "Exit" (with an 'X' icon).
- License: A text input field.
- State: A dropdown menu showing "CA" with a heart icon and a refresh icon.
- Type: A dropdown menu.
- Year: A dropdown menu showing "2009" with a refresh icon.
- Information: A dropdown menu.
- LoJack: A text input field.
- VIN: A text input field.
- NOCSStolen: A checkbox.
- NLETSRO: A dropdown menu.
- CAD Veh. Alert: A dropdown menu.
- GPT: A checkbox.
- RMS: A checkbox.
- KPF: A checkbox.
- Remarks: A text input field.
- Footer: "The license number of the vehicle."

### Run Persons & Driver's License (Ctrl P):

To run a person or their driver's License status, select the **Person** button.

From this screen you may query a wide variety of information, including; driver's license status or wanted persons from different resources.



The form is titled "Query Person" and has a dark background. It contains the following fields and controls:

- Buttons: "Send and Close" (with a circular arrow icon), "Regist" (with a document icon), "Pg Form" (with a hand icon), and "Exit" (with an 'X' icon).
- Surname: A text input field.
- G1: A text input field.
- G2: A text input field.
- DOB: A text input field.
- Age: A text input field.
- Sex: A dropdown menu.
- Race: A text input field.
- OLN: A text input field.
- State: A dropdown menu showing "CA" with a heart icon and a refresh icon.
- CAD: A checkbox.
- JAWSNOCStateWarrant: A checkbox.
- RQ: A checkbox.
- DMV: A checkbox.
- City: A text input field.
- RMS: A checkbox.
- KPF: A checkbox.
- Remarks: A text input field.
- Footer: "The person's surname."

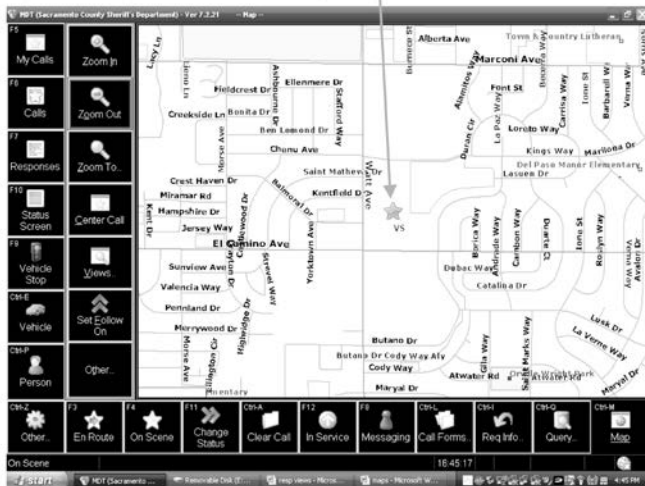
## Mapping:



You can select the **Map** button at the bottom of the MDT screen to display a full page map.

From here you have a variety of tools to use to find a particular location.

If you are on a call your **call location** will be designated by a star.



## Utilizing Notepad:



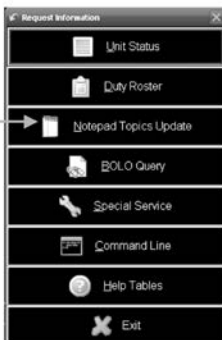
Select the **Req Info** button to display the *Request Information* window.

Select **Notepad Topic Updates** to view the window below.

The *Notepad* contains information entered by dispatch.

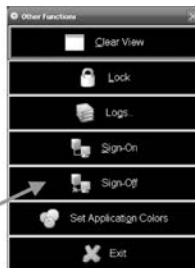
The information within *Notepad* can be accessed by any unit.

To view the information, just highlight the desired entry.



## Signing Off:

To sign off from the MDT, select **Other (Ctrl Z)**



From the **Other Functions** menu select **Sign Off**.

The window below appears.

Enter the required information and select **Send and Close**.

A dialog box titled "Sign Off" with a close button (X) in the top right. It contains three buttons at the top: "Send and Close" (with a checkmark icon), "Reset" (with a circular arrow icon), and "Exit" (with a close button icon). Below these buttons are two input fields: "Mileage" with a value of "0.0" and "Off CAD" with a checked checkbox. Below these are two text areas: "Vehicle Condition" and "Remarks". At the bottom, there is a footer text: "The mileage on the car's odometer."

## Shortcut Keys & Functions:

A. <b>Ctrl-Z</b> (Other) Sign On / Sign Off		K. <b>F11</b> (Change Status)	
B. <b>F5</b> (Dispatch) Mobile Dispatch to Calls for Service		L. <b>Ctrl-A</b> (Clear Call)	
C. <b>F6</b> (Retrieving Calls)		M. <b>F8</b> (Messaging) Send and Retrieve Messages	
D. <b>F7</b> (Responses)		N. <b>Ctrl-L</b> (Call Forms)	
E. <b>F10</b> (Status Screen)		O. <b>Ctrl-I</b> (Request Information)	
F. <b>F9</b> (Vehicle Stop Form)		P. <b>Ctrl-Q</b> (Query)	
G. <b>Ctrl-E</b> (Vehicle Query)		Q. <b>Ctrl-M</b> (Mapping)	
H. <b>Ctrl-P</b> (Person Query)		R. <b>F12</b> (In Service)	
I. <b>F3</b> (En route)			
J. <b>F4</b> (On Scene)			

## Panasonic Laptop Keyboard Function [FN] Keys:

- [FN] + F1: Decreases Screen Brightness
- [FN] + F2: Increases Screen Brightness
- [FN] + F4: Mutes Laptop Sounds
- [FN] + F5: Decreases Sound Volume
- [FN] + F6: Increases Sound Volume
- [FN] + F7: Puts Laptop in Sleep Mode (Power back on with Power Switch)
- [FN] + F9: Displays Laptop Battery Level
- [FN] + F10: Puts Laptop in Sleep Mode (Power back on with Power Switch)
- [FN] + F12: Cycles through Keyboard Key Brightness

## Terminology:

Versaterm	SSD
Coverage	District
Zone	Sub Sector
Community	County/Other Jurisdiction
Pre-Empted	Freed
Officer/Passenger	AFR #
Unit ID	Call Sign
AVL	Automated Vehicle Locate
Active Call	Dispatched Call
Queued Call	Pending Call
Call number	Event Number/Report Number
Surname	Last Name
G1 (Given Name 1)	First Name
G2 (Given Name 2)	Middle Name
Stacked	Pending calls for your unit
Call type	Type code
Busy Codes	Downtimes (Ex. Code7, 600w, Court)
Initial Remarks	Re: field. Details entered at the time of call entry.
Additional Remarks	Updates entered after call creation.
Final Call type	Actual Call Type (May differ from Disp.)
Cleared by	Disposition
Itinerary record	Premise Information & History
Contact record	Contact information

\*\*\*\*\*

### Note:

*As with most systems, there are several different ways to perform the same function. This Quick Reference Guide shows one way. Refer to the Mobile Data Terminal Field Guide for further information.*

## RADIO CODES

### CAD Priority System / Call Types

An updated “priority system” for dispatching calls-for-service has been developed in order to better track and classify calls for service in our jurisdiction.

The new priority system clearly defines each priority level and the types of calls that will fall under each priority level. This revised system will provide more accurate data for staffing models and the future CAD. The priority system definitions are as follows:

**Priority One:** • There is a present or imminent **danger to life** that necessitates an *immediate response*.

**Priority Two:** • *In-progress* or *just occurred* event that **requires medical** attention or poses a **significant threat** to public safety.  
• Priority Two events call for an *expedient response*.

**Priority Three:** • *Just occurred major felony* where **no medical** attention is needed and the suspect is no longer present.  
• An *in-progress property crime* that poses no significant danger to human life.  
• A situation that is liable to escalate.  
• Timely response would **likely lead to the apprehension** of the suspect(s).

**Priority Four:** • An event that is occurring now, but does **not pose an immediate threat** or hazard.  
• Report of a major crime that is no longer occurring but requires a timely response to **preserve evidence**.  
• Outside agency assistance that does not require an immediate response.

**Priority Five:** • An event that is **not posing an immediate threat** to lives or property.  
• Call for citizen assistance.  
• Report call for a “**cold**” **crime** that is no longer occurring and does not require an immediate response.

**Priority Six:** • CSI events.

**Priority Seven:** • Prisoner transport (TS).

**Priority Nine:** • An event that is self initiated or “**on-viewed**” by a field unit or;  
• General information events.

## Designations included with calls:

<b>IP</b>	In progress
<b>JO</b>	Just occurred within last 15 minutes / no medical needed
<b>M</b>	Just occurred within last 15 minutes / <i>medical required</i>
<b>R</b>	Report

148.3	False report of emergency	<b>415W</b>	Disturbance- <b>weapon seen</b>
166.4IP	Violation of court order	417	Threats- w/ gun
207	Kidnapping	417A	Threats- w/ knife
211	Robbery	422	Hate crime / Terrorist threat
211S	Robbery alarm- silent	459	Burglary
212.5	Home invasion robbery	459A	Burglary alarm- audible
215	Carjacking	459S	Burglary alarm- silent
220	Assault, sexual	459V	Burglary, Vehicle
242	Assault / Battery	470	Forgery / fraud
245	Assault- w/ deadly wpn	487	Theft- grand
246	Shooting at occupied dwelling	488	Theft- petty
247	Shooting at occupied veh	496	Poss. stolen property
261	Rape	498	Theft of utility services
272	Contributing to delinquency of minor	503R	Embezzlement, report
273	Child abuse	503VR	" vehicle report
273.6	Court order violation - domestic violence	537	Defrauding an innkeeper
288	Sex crimes against children	594	Vandalism
314	Indecent exposure	597	Cruelty to animals
368	Elder abuse	600B	Bike patrol
374B	Illegal dumping	600D	Directed patrol operation
415	Disturbance	600F	Foot patrol
415C	Disturbance- customer	600T	Training exercise
415E	Disturbance- loud noise	600W	Report writing
415F	Disturbance- family	601	Incorrigible juvenile
415FC	Disturbance- fire crackers	602	Trespassing
415FI	Disturbance- fight	646.9	Stalking
415J	Disturbance- juveniles	647.6	Child annoyance
415LP	Disturbance- loud party	647B	Prostitute
415LT	Disturb.- landlord/ tenant	647F	Drunk & disorderly
415N	Disturbance- neighbor	653M	Lewd / threatening phone call
415V	Disturbance- vehicle	901	Auto accident
		901A	Auto accident,with injuries.
		901H	Auto accident, w/ hazard (blocked roadway, etc.)



901S	" accident, squad involved	925S	Suspicious solicitor
902	Casualty- sick or injured person	926	Dead body
902A	Casualty- attempt suicide (advise of means)	927	Suspicious circumstances
904	Fire	928	Found property
904G	Fire- grass	940	Meet the officer
904S	Fire- structure	940A	Meet the citizen
904A	Fire- vehicle	941	Citizen holding subject(s)
905	Injured animal	941A	Security holding- adult
910	Prowler, specify location	941J	Security holding- juvenile
912	Is this unit clear?	941S	Security shoplift program
913	Unit is clear	941V	Security holding combative subject(s)
917	Suspicious vehicle	952	Incomplete phone call
917A	Suspicious veh- occupied	995	Strike trouble
920	Found person (state if an adult or child)	996	Explosion
920A	Missing adult- over 18	996B	Bomb threat
920C	Missing child- to 11 yrs	996D	Explosive Device
920J	Missing juvenile- 12-17	996M	Explosion / med required
921	Vehicle stripping IP	996R	Explosion / bomb threat report
922	Intoxicated person	<b>999</b>	<b>Officer needs help</b>
<b>923</b>	<b>Shots fired</b>	<b>999S</b>	<b>-urgently</b>
923H	Illegal hunting		<b>Officer involved shooting</b>
924	Enroute to other location - give destination	5150	Mental subject
924AC	Alternative Center	10851	Theft, auto
924CT	Court	11350	Narcotics (heroin / cocaine) possession
924D( )	District # enroute to	11357	Marijuana- possession
924DX	Detox	11359	Marijuana- poss. For sale
924H	Hospital (Except SMC)	11377	Meth., Amphetamines, Barbiturates, LSD - posses
924JH	Juvenile Hall	11378	Meth., Amphetamines, (et al) - poss. for sale
924MC	SMC (SCMHC)	13700	Domestic violence
924MJ	Booking- adult	20001	Hit & run, Felony
924NS	North Station	20001M	Hit & run, Felony- med req
924O	Office (711 G)	20002	Hit & run, Misdemeanor
924RC	RCCC	23152	Driving while intoxicated
924RG	Range	<b>S1000</b>	<b>E.T.S. Activation</b>
924RH	Children's Receiv. Home	<b>S2000</b>	<b>E.S.P. Activation</b>
924SS	South Station		
925	Suspicious subject		

# RADIO CODES & TEN CODES

# (Alphabetical Index)

## A

10-27	Any return on prior request?	901	Auto accident
<b>10-13</b>	<b>Are you clear to copy confidential info?</b>	901A	Auto accident, -with injuries
10-13M	Are you clear to copy Personal Health Info	901H	Auto accident, -with hazard
10-97	Arrived at scene	901S	Auto accident, -squad involved
220	Assault, sexual	10-28A	Auto registration information
242	Assault / Battery	10-28B	Auto wanted check
245	Assault- w/ deadly wpn		

## B

600B	Bike patrol	459S	Burglary alarm, - silent
996B	Bomb threat		
459	Burglary	459V	Burglary, Vehicle
459A	Burglary alarm- audible		

## C

215	Carjacking	941	Citizen holding subject(s)
902	Casualty- sick or injured person	272	Contributing to delinquency of minor
902A	Casualty- attempt suicide (advise of means)	273.6	Court order violation - domestic violence
273	Child abuse	597	Cruelty to animals
647.6	Child annoyance		

## D

415	Disturbance	415N	Disturbance- neighbor
415C	Disturbance- customer	415V	Disturbance- vehicle
415E	Disturbance- loud noise	415W	Disturbance- <b>wpn seen</b>
415F	Disturbance- family	926	Dead body
415FC	Disturbance- fire crackers	537	Defrauding an innkeeper
415FI	Disturbance- fight	600D	Directed patrol ops.
415J	Disturbance- juveniles	13700	Domestic violence
415LP	Disturbance- loud party	23152	Driving w/ intoxicated
415LT	Disturb.- landlord/ tenant	647F	Drunk & disorderly





E			
503R	Embezzlement, report	924NS	" North Station
503VR	Embez. vehicle report	924O	" Office (711 G)
10-51	Enroute call	924RC	" RCCC
924	Enroute to other location	924RG	" Range
	- give destination	924RH	" Children's Receiving Home
924AC	" Alternative Center		
924CT	" Court	924SS	" South Station
924D( )	" District (# enroute to)	996	Explosion
924DX	" Detox	996D	Explosive Device
924H	" Hospital (Except SMC)	996M	Explosion / med required
924JH	" Juvenile Hall	996R	Explosion / bomb threat report
924MC	" SMC (SCMHC)		
924MJ	" Booking- adult	368	Elder abuse
F / G / H			
148.3	False report of an emergency	928	Found property
904	Fire	422	Hate crime / Terrorist threat
904G	Fire- grass	212.5	Home invasion
904S	Fire- structure		robbery
904V	Fire- vehicle	20001	Hit & run, Felony
600F	Foot patrol	20001M	Hit & run, Felony
470	Forgery / fraud		- medical required
920	Found person (state if an adult or child)	20002	Hit & run, -Misdemeanor
I / J / K / L			
374B	Illegal dumping	912	Is this unit clear?
923H	Illegal hunting	952	Incomplete phone call
601	Incorrigible juvenile	207	Kidnapping
314	Indecent exposure	653M	Lewd / threatening phone call
905	Injured animal		
10-8	In service	10-20	Location
922	Intoxicated person		
M			
11357	Marijuana- possession	920C	Missing child- to 11 yrs
11359	Marijuana- poss. For sale	920J	Missing juvenile- 12-17
940	Meet the officer	11377	Meth., Amphetamines, Barbiturates, LSD-posses
940A	Meet the citizen		
5150	Mental Subject	11378	Meth., Amphetamines, (et al) - poss. for sale
920A	Missing adult- over 18		

N / O / P / Q			
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11350	Narcotics (heroin / cocaine) possession	10-7 10-10	Out of service Out of service, subject to call- provide number or have a radio
<b>999</b>	<b>Officer needs help -urgently</b>		
<b>999S</b>	<b>Officer involved shooting</b>	10-16 647B	Pick up prisoner Prostitute
10-4	O.K. (acknowledgment)	910	Prowler,- specify location
10-52	Other activity will follow		

R			
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261	Rape	<b>10-33</b>	<b>Request radio clearance for radio broadcast</b>
10-1	Receiving poorly		
10-2	Receiving well	211	Robbery
10-9	Repeat Information	211S	Robbery alarm- silent
10-28	Record check	600W	Report writing

S			
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288	Sex crimes against child	925	Suspicious subject
496	Stolen property- posses	925S	Suspicious solicitor
10-15	Subject in custody	927	Suspicious circumstances
10-23	Standby		
246	Shooting at occupied dwelling	941A 941J	Security holding- adult Security holding- juv.
247	Shooting at occupied vehicle	941S 941V	Security shoplift program Security holding
923	Shots fired		combative subject(s)
646.9	Stalking	995	Strike trouble
917	Suspicious vehicle	<b>S1000</b>	<b>E.T.S. Activation</b>
917A	Suspicious vehicle- occupied	<b>S2000</b>	<b>E.S.P. Activation</b>

T			
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10-21	Telephone	417A	Threats- w/ knife
10-21H	Telephone home	10851	Theft, auto
10-21R	Telephone radio	487	Theft- grand
422	Terrorist threat / Hate crime	488 498	Theft- petty Theft of utility services
10-36	Time check	600T	Training exercise
417	Threats- w/ gun	602	Trespassing

U / V / W / X / Y / Z			
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913	Unit is clear	166.4IP	Violation of court order
594	Vandalism	10-29	Wanted check
921	Vehicle stripping IP		

## **CODES**

Code 3:	<b>Emergency</b>	- use emergency lights and siren
Code 4:	<b>Cancel</b>	- no further assistance needed
Code 5:	<b>Stake out</b>	- stay away unless on a call or an emergency exists
Code 6:	<b>Out for investigation</b>	
Code 7:	<b>Out of service to eat</b>	

## **TEN CODES**

10-1	Receiving poorly
10-2	Receiving well
10-4	O.K. (acknowledgment)
<b>10-7</b>	<b>Out of service</b>
<b>10-8</b>	<b>In service</b>
10-9	Repeat
10-10	Out of service- subject to call- provide number or have a radio
<b>10-13</b>	<b>Are you clear to copy confidential info?</b>
10-13M	Are you clear to copy Personal Health Information
10-15	Subject in custody
10-16	Pick up prisoner
10-20	Location
10-21	Telephone
10-21H	Telephone home
10-21R	Telephone radio
10-23	Standby
10-27	Any return on prior request?
<b>10-28A</b>	<b>Auto registration information</b>
<b>10-28B</b>	<b>Auto wanted check</b>
<b>10-28</b>	<b>Record check</b>
<b>10-29</b>	<b>Wanted check</b>
<b>10-33</b>	<b>Request radio clearance for radio broadcast</b>
10-36	Time check
10-51	Enroute call
10-52	Other activity will follow
10-97	Arrived at scene

**(When in doubt, just say it plain English !!)**

**EVENT ABBREVIATIONS**

(also see disposition codes)

**A**

901	Accident	APT	Apartment
ADD	Address	ASAP	As soon as possible
ADTL	Additional	<b>ASST</b>	<b>Assist outside agency</b>
ADV	Advise	<b>ATCO</b>	<b>Attempt contact</b>
<b>ALRM</b>	<b>Alarm</b>	<b>ATLOC</b>	<b>Attempt locate</b>
AMB	Ambulance	<b>ATPU</b>	<b>Attempt pick up</b>
ANS	Answer	ATT	Attempt
AOG	Assist outside agency	AV	Avenue
APPROX	Approximate(ly)	<b>AWARE</b>	<b>Aware alarm activation</b>

**B**

B4	Before	BLDG	Building
<b>BARCK</b>	<b>Bar Check</b>	BLK	Black
BB	Baseball (w/ hat or bat)	BLN	Blond
<b>BENCH</b>	<b>Civil Bench Warrant</b>	<b>BOLO</b>	<b>Be on the look out</b>
BF	Boyfriend	BRO	Brother
<b>BIKE</b>	<b>Bike Patrol</b>	BUSN	Business

**C**

<b>C7</b>	<b>Out of service to eat</b>	<b>CODE6</b>	<b>Follow Up</b>
CHL	Channel	<b>CODE7</b>	<b>Out of service to eat</b>
CIT	Citation	CSI	Crime scene investigator / ID follow up
CIVIL	Civil problem- citizen demands officer	<b>CSI1</b>	<b>CSI Req Level 1</b>
CK	Check	<b>CSI2</b>	<b>CSI Req Level 2</b>
CLR	Clear	<b>CSI2B</b>	<b>CSI Req Level 2 Burg</b>
CNCL	Cancel	<b>CSI3</b>	<b>CSI Req Level 3</b>
<b>CODE5</b>	<b>Stake Out</b>	<b>CSI3B</b>	<b>CSI Req Level 3 Burg</b>

**D / E**

<b>DART</b>	<b>Drowning Accident Response</b>	EOW	End of watch
DV	Domestic Violence	ER	Emergency room
EMRG	Emergency	ETA	Estimated time of arrival
ENRT	Enroute	<b>EVICT</b>	<b>Eviction</b>
		EXT	Exterior

**F**

4	For	FRNT	Front
FALS	False	FS	Final stop
FD	Fire Department	<b>FTY</b>	<b>Failure to yield</b>
FRM	From	FU	Follow up



**G / H / I**

GF	Girlfriend	HZRD	Hazard
GOA	Gone on arrival	ID	Identify
<b>HAZMT</b>	<b>Hazardous Materials</b>	INC	Incomplete
<b>HAZRD</b>	<b>Hazardous Situation</b>	<b>INFO</b>	<b>General Information</b>
HR(S)	Hour(s)	INJ	Injury
HSE	House	IP	In progress
HWY	Highway	INT	Interior

**J / K / L**

JH	Juvenile Hall	LIC	License
JKT	Jacket	<b>LOJACK</b>	<b>Vehicle Recovery</b>
JO	Just occurred	LP	License plate
JUV	Juvenile	LRG	Large
1020	Location	LS	Last seen
<b>LEVY</b>	<b>Enforcing Writ</b>		

**M / N**

MHP	Mobil home park	MUST	Mustache
MIN	Minute	NABOR	Neighbor
MGR	Manager	NBRHD	Neighborhood
MP	Missing person	NEG	Negative
MSG	Message	NE1	Anyone
MTF	More information to follow	NFI	No further information

**O**

OCCRD	Occurred	OFC	Office
OCCPNTS	Occupants	OFCR	Officer
OD	Overdose	<b>OFDTY</b>	<b>Off-Duty Assignment</b>

**P / Q**

<b>PANIC</b>	<b>Panic Alarm</b>	<b>POP</b>	<b>POP Project</b>
PC	Penal Code (or Probable Cause)	<b>POST</b>	<b>Posting Property (civil)</b>
PEND	Pending	<b>PR</b>	<b>Patrol request</b>
PERIM	Perimeter	PRK	Park
PKG	Parking	PVIOL	Parking violation
PKWY	Parkway	<b>PUEVD</b>	<b>Pick up evidence</b>
PLS	Please	<b>PURPT</b>	<b>Pick up report</b>
PLT	Plate	<b>PURST</b>	<b>Pursuit</b>
POSS	Possible		

**R**

RCVD	Received	RESP	Responsible
RE	Refer	RO	Registered owner
<b>RECOV</b>	<b>Stolen Veh Recovery</b>	<b>RPT</b>	<b>Report, -specify type/code</b>
REQ	Request		
RES	Residence		

**S**

<b>S1000</b>	<b>E.T.S. Activation</b>	SP#	Space #
<b>S2000</b>	<b>E.S.P. Activation</b>	<b>SPAS</b>	<b>Special assignment</b>
SCHL	School	<b>SSTOP</b>	<b>Subject Stop</b>
SEC	Secure	STE#	Suite #
SEC	Security	STLN	Stolen
SEC	OFCR Security Officer	<b>STNBY</b>	<b>Standby, specify type</b>
<b>SERCH</b>	<b>Search, Directed Operation</b>	<b>STRND</b>	<b>Stranded Motorist</b>
<b>SERVE</b>	<b>Serving Civil Process</b>	SUBJ	Subject
SEV	Several	SUM1	Someone
SHUD	Should	SUSP	Suspect
SIS	Sister	<b>SWEEP</b>	<b>Crime Sweep, - specify type</b>

**T / U**

<b>TAG</b>	<b>Electronic Tag</b>	<b>TRO</b>	<b>Restraining Order Service</b>
<b>TEST</b>	<b>Test Event</b>	<b>TS</b>	<b>T.S. Unit Request,</b>
THOT	Thought	TWD	Toward
THRU	Through	U	You
TKN	Taken	UNF	Unfounded
TRANS	Transport	UNK	Unknown
TRFC	Traffic	UTL	Unable to locate
TRLR	Trailer		

**V / W**

VEH	Vehicle	<b>WELCK</b>	<b>Welfare check, -specify type</b>
<b>VS</b>	<b>Vehicle stop</b>	WPN	Weapon
VIC	Victim	W/	With
VIOL	Violation	W/O	Without
VB	Voice broadcast	WUD	Would
WANT	Warrant		
<b>WD</b>	<b>Wave down</b>		

**X / Y / Z**

X	Across	X-HUS	Ex-Husband
X-BF	Ex-Boyfriend	X-WIF	Ex-Wife
X-GF	Ex-Girlfriend	YEST	Yesterday

## THE TEN FATAL ERRORS THAT HAVE KILLED EXPERIENCED LAWMEN!

### 1. YOUR ATTITUDE

If you fail to keep your mind on the job while on patrol, or if you carry problems with you into the field, you will start to make errors. It can cost you or other fellow officers their lives.

### 2. TOMBSTONE COURAGE

No one doubts that you are brave, but in any situation where time allows - wait for backup. You should NOT try to make a dangerous apprehension alone and unaided.

### 3. NOT ENOUGH REST

To do your job you must be alert. Being sleepy or asleep on the job is not only against regulations, but you endanger yourself, the community and all of your fellow officers.

### 4. TAKING A BAD POSITION

Never let anyone you are questioning or about to stop get in a better position than you and your vehicle. There is no such thing as a routine call or stop.

### 5. DANGER SIGNS

You will come to recognize "danger signs" - movements, strange cars, warnings that should alert you to watch your step and approach with caution. Know your beat, your community and watch for anything that is out of place.

### 6. FAILURE TO WATCH HANDS OF A SUSPECT

Is he or she reaching for a weapon or getting ready to strike you? How else can a potential killer strike but with his or her hands.

### 7. RELAXING TOO SOON

The "rut" of false alarms. Observe the activity, never take any call as routine or just another false alarm. It's your life on the line.

### 8. IMPROPER USE OR NO HANDCUFFS

Once you have made an arrest, handcuff the prisoner properly.

### 9. NO SEARCH OR POOR SEARCH

There are so many places a suspect can hide weapons that your failure to search is a crime against fellow officers. Many criminals carry several weapons and are able and prepared to use them against you.

### 10. DIRTY OR INOPERATIVE WEAPON

Is your firearm clean? Will it fire? How about ammunition? When did you fire your weapon last so that you know if you can hit a target in combat conditions? What's the sense of carrying any firearm that may not work?

AMERICAN POLICE HALL OF FAME AND MUSEUM

## PHONE LIST

### SSD PHONE NUMBERS

#### Communications Center

Records Check	874-5128
Report Numbers	874-5128
Teletype	874-5370
Com Cntr (C1/C2)	874-5128
Com Cntr Sgt (S1)	4-8283/ 6782
<b>SSD Emergency</b>	<b>874-5111</b>
SSD Non-emerg	874-5115

Academy (SSD)	875-0405
Chaplaincy	993-7785
Civil Bureau	875-2665
Court Liaison	874-5101
Equipment Manager	874-5277
Emerg Ops. Office	874-7953
E.V.O.C.	228-3858
Folsom Dam Security	989-7105
Garage (downtown)	874-6462
Home Detention	874-1413
In-Service Training	876-7457
Legal Affairs	874-5019
Long Haul Trans.	874-5335
Marine Enf. Detail	686-4958
Media	874-5021
<b>Off Duty</b>	<b>874-5096</b>
Parking Enf.	876-6642
Payroll	874-5169
Personnel	874-1195
Pre-Employment	874-9802
Prof. Standards (I.A.)	874-5098
Property Warehouse	875-5651
Range	874-1922
Records ( <i>public</i> )	874-5383
Recruitment Info	875-0046
Regional Transit Detail	321-2996
RTTAC (Sacramento)	808-8383
<b>SCDSA</b>	<b>441-4141</b>
Sac County (Info Line)	875-5656
Special Inv. (SIIB)	874-5832

Tech Services Help	874-4999
Towing Enf ( <i>public</i> )	876-6641
Training & Education	876-7457
<b>Translation Line</b>	<b>800-523-1786</b>
Vehicle Abatement(info)	875-5656
Video Manager( <i>car cam</i> )	874-4658
Warrant Bureau	874-5145

Word Processing- <b>North</b>	874-1082
" Dictation Number	875-5464
Word Processing- <b>South</b>	875-0451
" Dictation Number	875-5464

<b>Work Release</b> (frnt cntr)	874-1492
" ( <i>Booking</i> )	874-1417
" <b>Revenue Recovery</b>	<b>875-7538</b>

#### Centralized Inv. Div. 4-5041

290 /S.A.F.E Team	874-5040
Auto Crimes Enf. (ACE)	874-0030
Child Abuse	874-5191
Financial Crimes	874-3000
Hi-Tech Crimes	874-3002
Homicide	874-5057
Identity Theft	874-3000
Internet Crimes/child	874-3002
Major Crimes Bureau	874-5041
Missing Persons	874-7539
Robbery	874-5051
Sexual & Elder Abuse	874-5070

#### Metropolitan Division 4-9056

Asset forfeiture	876-5475
Air Support Bureau	875-7046
Drug Endang. Child	876-9056
E.O.D.	876-7452
Violence Supp Bureau	875-8873
C.I.N.T. Team	321-2996
Gang Suppr. Unit	874-9056
S.E.D.	874-9056
Narcotics	874-9056
CAL-MMET	875-8834
HIDTA	875-8809

## COUNTY & SUPPORT AGENCIES

### AAA(road service) 800-222-4357

Adult Prot. Services 874-9377

Airport Com Center 874-0125

Animal Control /shelter 875-5232

Animal Control-city (city op)

Benefits (county) 874-2020

Better Busn Bureau 443-6843

Cal Trans (operator)

Chaplain 875-1801

**C.P.S. 875-5437**

**CPS FAX 874-4002**

CPS Liaison to SSD 874-7874

Crime Lab 874-9240

Coroners Office 874-9320

District Attorney(Public)874-6218

"On-Call DA(operator) 875-5000

Detox 448-1236

DMV Non-Public# 657-7827

" DMV Code (L0497) 657-7590

Garage (Bradshaw) 875-5608

(Downtown) 874-6948

Heritage Oaks 489-3336

**Juvenile Hall(booking) 876-9304**

" " (Intake) 875-5187

Light Rail (dispatch) 648-8415

Mediation Center 441-7979

**Operator (county) 875-5000**

" **Priority Line 875-6900**

" (city operator) 264-5011

**Park Ranger (county) 875-7275**

PG&E (non-public) 888 743-4911

Planned Parenthood 446-5037

**Poison Control 1-800 404-4646**

Public Defender(Public) 874-6411

### **Probation Department**

" Main Probation 875-0300

" Intake(Adult/Juv) 875-6868

" Intake (Juvenile) 875-5187

" 711 E St. Office 874-1500

**Receiving Home 482-2370**

" Dependent Intake 875-3702

Red Cross 993-7070

R.T. Dispatch 648-8415

Rail X'ing Emerg. 800-892-1283

Retirement (county) 874-9119

**Sac EMS(Fire/Med) 228-3000**

Sac Metro Fire 228-3035

Sac Ment Health Cntr 875-1000

SCERS 874-9119

S.M.U.D.(emergency) 455-6895

Suicide Prev/Crisis Line368-3111

Union RXR 800-726-1091

Vehicle Abatement 875-5656

Victim Witness Pgm. 874-6193

WEAVE Crisis Line 920-2952

" My Sister's House 428-3271


## OUTSIDE AGENCY

### Police Departments

Auburn PD	(530) 823-4237
Cal Expo Police	263-3050
Citrus Heights PD	727-5500
Davis PD	(530) 747-5405
Elk Grove PD	714-5115
Folsom PD	355-7230
"(Corrections Facility)	985-5406
Galt PD	(209) 366-7000
FEC Park PD	825-8523
Rio Vista PD	(707) 374-2300
Rocklin PD Dispatch	632-4093
Roseville PD LE Only	774-5118

<b>Sac P.D.</b>	264-5471
" (Non-public)	732-0111
" City operator	264-5011

Union Pacific RR PD(888)877-7267  
West Sac PD Dispatch 375-6474

### School Police

Los Rios Police	558-2221
Sac State Police DP	278-6851
Twin Rivers PD DP	286-4875
UC Davis Police (916)	734-2555

### Sheriff Departments

El Dorado S.O.	(530) 621-6600
Placer County SO	(530) 889-7800
" Warrants Desk	(530) 745-8548
San Joaquin Jail	(209) 468-4754
" (#for Med Runs)	(209) 468-6325
Sutter County S.O.	822-7307
Yolo County S.O.	(530) 668-5280
" Warrants Desk	(530) 668-5280
" County Jail	(530) 668-5242

### State of California Agencies

CDC New Folsom(CSP)	985-8610
" Crt Trans Office	ext.5853
CDC Old Folsom (FSP)	985-2561

### CDC Parole

" (24 hr)	324-2891
" Parole- North	574-2414
" - South	229-0828
" -Metro Dwn town	324-4141
" -After Hours	445-6713

Cal National Guard 854-3000

<b>CHP (Public)</b>	861-1300
(North Sac)	338-6710
(South Sac)	681-2300
(Disp. /Night)	861-1332
(Amber Alerts)	843-4199

C.Y.A. Parole (510) 785-0233

D.O.J. (Cmd Cntr) 227-3244

O.E.S. 874-4670

" (after hours) 875-6900

RTTAC Hotline 808-8383

State Parks (Disp) 358-0333

" Fish & Game 358-1312

### Federal Agencies

A.T.F.	498-5100
F.B.I. (Sacto JTTF)	481-9110
Marshall's Service	930-2030
Postal Inspector (800)	275-8777
Secret Service	325-5481
US Attorney	554-2700

### Dept of Homeland Security

Coast Guard	643-7659
Federal Police(877)	437-7411
I.C.E	275-3703
" 24/7 Cmd Ctr (800)	973-2867
" Law Enf Sup (802)	872-6020
TSA (Sacramento)	830-9101

## Main Jail (651 / Street)

Division Secretary	874-6905	Medical Transport	874-6205
Budget Coordinator	874-6038	Property	874-6835
Admin Sgt	874-7939	Recreation Office	874-6515
Watch Commander	874-6223	Release	874-5184
Watch Sgt/ night admin	874-5310	Sobriety Nurse	874-5440
Booking Sgt	874-8446	Social Worker	874-6345
<b>Jail Central Control</b>	<b>874-5182</b>	Tech Services Help	874-4999
“ “ “	<b>4-2702</b>		
Jail Court Control	874-8230	2 West Officer Stn.	874-6479
Booking (Male)	874-8311	2 Psych	874-7360
Booking (Female)	874-6910	2 East Control Desk	874-6367
Cleaning	874-5906	2 Medical	874-5183
Cal ID	874-7655	3 West	874-7354
Cashier	874-5185	<u>Lower Floor Sgt</u>	874-6132
Chaplain	874-7724	3 East	874-7033
Classification	874-7358	4 West	874-6496
Court Control (Jail)	874-8230	<u>4<sup>th</sup> Floor Office</u>	874-7135
Court Desk (Jail)	874-5417	4 East	874-6236
Front Counter	874-5711	5 West	874-6530
Gang / Intel Officer	874-7659	5 East	874-7046
Kitchen	874-5320	6 West	874-6059
Laundry	875-5906	<u>Upper Floor Sgt</u>	874-7361
Law Library	874-5839	6 East	874-6162
Long Haul Transport	874-5335	7 West	874-7563
Medical Admin	874-6477	7 East	874-6165
“ Inmate Patient Care	875-9782	8 West	874-6066
“ Nurses Station	874-5576	8 East	874-8370
“ Psych (Jail) (day)	874-5222		
“ “ (night)	874-7360		

### MAIN JAIL INTERLOOP-LAW ENFORCEMENT ASSISTANCE: 874-5716


# Court Security Div: Gordon D. Schaber Courthouse

(720 9<sup>th</sup> Street)

Admin Sgt	874-8320
Div Secretary (202)	874-5297
Budget Coordinator	874-2768
<b>Court Control</b>	<b>874-6736</b>
Jail Court Control	874-8230

Basement	874-6249
Court Reporters	874-5781
Doors (east & west)	874-8144
Facilities (Kent)	874-8822
Interpreters	874-8455
Jail Court Sgt.(M.J.)	874-2629
Jury Lounge	874-3398
Maint (Court)	874-5854
Master Calendar	874-5446
Tech Svs Help(Court)	874-7707
" " " (SSD)	874-4999

## Tanks

North Tank	874-8146
South Tank	874-3493
Clothing Officer	874-8136
"A" / CDC Tank	874-4490

## DEPT CLERK BAILIFF

1	4-5507	3-4073
2	4-7237	3-4074
3	4-7651	4-6152
4	4-5527	4-6688
5	4-5911	3-4068
8	4-5651	4-8613
9	4-5645	4-7101
10	4-5501	3-4507
11	4-6184	3-4008
12	4-6181	4-8765
13	4-7786	3-4009
14	4-6156	3-4010
15	4-5237	3-4011
16	4-5242	3-4012
17	4-5511	4-8189
18	4-5245	3-4055
19	4-7071	4-5573
20	4-5961	3-4006
21	4-5924	3-4019

DEPT	CLERK	BAILIFF
22	4-5762	3-4024
23	4-5754	4-7990
24	4-6687	4-7701
25	4-8727	4-7719
26	4-6693	4-7342
27	4-6697	4-7943
28	4-6695	4-8380
29	4-5684	4-6212
30	4-7861	4-8698
31	4-6353	4-7528
32	4-5682	3-4519
33	4-5591	4-8477
34	4-5751	3-4520
35	4-7885	4-8673
36	4-7661	3-4516
37	4-5215	4-5735
38	4-5226	4-8979
39	4-7584	4-8850
40	4-7001	3-4529
41	4-5661	4-8021
42	4-5672	4-8247
43	4-7561	4-8372
44	4-8243	4-6663
45	4-8240	4-8714
47	4-5487	4-8334

## Court Annex (800 9<sup>th</sup> Street)

Doors / x-ray	4-1643
<b>53</b> (3 <sup>rd</sup> ) 4-4956	4-7858??
<b>54</b> (3 <sup>rd</sup> ) 4-1784	4-7858??
<b>59</b> (1 <sup>st</sup> ) 4-8200	4-6188

## Erickson / IA Bldg (520 9<sup>th</sup> Street)

57	4-7364	(Doors 4-6534)
58	4-7366	

## Main Jail Courts (651 I Street)

Jail Courts Sgt	4-2629	
<b>60</b>	4-8494	4-5685
<b>61</b>	4-8491	4-5676
<b>62</b>	4-6893	4-6080
<b>63</b>	4-6096	4-6584



## Carol Miller Justice Center (301 Bicentennial Cr)

(Dept's 81-88)		Doors / x-ray	875-7892
Sergeant	875-7436	CMJC Traffic (public#)	875-7800
<b>Control</b>	<b>875-7551</b>		

## William R. Ridgeway Family Relations Courthouse

(Dept's 121-135) (3341 Power Inn Rd)		<b>Control</b>	<b>875-3444</b>
Sergeant	875-3446	Doors / x-ray	873-4748
Secretary	875-3445	Tanks	875-3449

## BT Collins Juvenile Courthouse (9605 Keifer Blvd)

(Dept's 90-97)		Tank# 2	876-9008
Sergeant	875-5659	Tank# 3	876-9009
Secretary	876-9003		
		DEPT	CLERK
Court Control	876-9001	90	5-5200
Court Reception	876-7753	91	6-9038
Doors / x-ray	875-5638	92	5-5192
Facilities Manager	876-6096	93	5-5108
Ready Room	876-9006	96	5-5066
Tank# 1	876-9007	97	6-9047
			5-5145

## Juvenile Hall (9601 Keifer Blvd)

<b>Control</b>	<b>875-4196</b>	Intake	875-5187
Booking	876-9304		

## Rio Consumes Correctional Facility (12500 Bruceville Rd)

Division Secretary	874-1869	Nurse's Station	874-1987
Watch Commander	874-1847	Recreation Sup.	874-1959
RCCC Admin Sgt	874-1967	Transportation	874-1883
Operations Sgt	874-1966	448-North	874-1916
<b>Watch Sergeants</b>		448-South	874-4288
" Admin/Trng/SLF Sgt	874-1879	<b>Medium Security</b>	
" Honor/Op's Sgt	874-1852	" A Barracks	874-1828
" RBF/ AB/ JK/ Sgt	874-1875	" B Barracks	874-1905
" Booking/ Trans Sgt	874-1832	" J Barracks	874-1809
Booking / Trans	874-1832	" K Barracks	874-1811
<b>Booking / Control</b>	<b>874-1838</b>	CBF	874-1810
Classification	874-1831	<b>HonorFacility(CDGHM)</b>	874-1992
Engraving/Sign Shop	874-1804	" Tower	874-4913
Gang / Intel / ATU	874-1906	JKF	874-1916
Roger Bauman Facility	874-1981	Sandra Larson Facility	874-2119
Gatehouse	874-1607	Stewart Baird Facility	874-1872
Jail Psych Services	874-1866	R3C Property	874-1824
Kitchen	874-4907		

## PATROL DISTRICTS

### North Division (5510 Garfield Ave)

Division Secretary 874-1015  
 Budget Coordinator 874-1028  
 Admin/Training Sgt 874-8527  
 Public Counter 874-1021  
**Word Processing (N) 874-1082**  
**Dictation Number 875-5464**  
 Sick line 874-1746

#### Service Centers:

Dewey Service Center 875-5484  
 5484 Dewy Drive #235

Town & Country Service 874-2600  
 2638 El Paseo Lane

Rio Linda Service Center 876-6730  
 6730 Front Street

### Rancho P.D. / East Division (2897 Kilgore Road)

Division Secretary 875-9601  
 Budget Coordinator 875-9605  
**Equipment 875-9639**  
 Garage 875-9659  
**Traffic Line 876-7558**  
 Detectives 875-9638

**Rancho POP Officers 875-5710**  
 Traffic Unit 876-6675  
**Emergency 362-5111**

#### Service Centers:

Kilgore Station 875-9600

### Central Division (7000 65<sup>th</sup> Street)

Division Secretary 876-8312  
 Budget Coordinator 876-8317

Investigations 876-8340  
 POP Officers 876-8350

#### **Service Center:**

Florin Service Cnter 876-8300  
 Sick Line

**Word Processing (S) 875-0451**  
**Dictation Number 875-5464**

### South Bureau (11080 Jeff Brian Lane, Wilton)

Secretary 687-8754  
**Watch Sergeant 687-8768**  
 Marine Enforcement 875-0493

#### Service Centers:

Walnut Grove 776-2523  
 14160 Grove St.

Rancho Murieta 354-8509  
 15160 Jackson Rd

**Airport Division** (6900 Airport Blvd)

SSD Airport Office	874-0675
Budget Coordinator	874-0415
<b>Airport Comm Cntr</b>	<b>874-0125</b>
“ “ (public)	929-5411

## Watch Sergeants

Day Watch	874-0412
Swing Watch	874-0416
Graveyard Watch	874-0417

Executive Airport	875-9035
Mather Airport	875-7077
McClellan Airport	643-5611
Franklin Field	

K-9 Sgt	874-0410
Lost & Found	874-0701
OPS Duty Supervisor	806-5351
Parking (Lot Inventory)	874-0681
Tower	929-5871

I.C.E. 275-3703

Transportation Security Admin.

" T-A Checkpoint	874-0310
" B-1 Checkpoint	874-0311
" B-2 Checkpoint	874-0312
" TSA - Sac Admin	830-9101
" TSA - Sac Airport	566-7040
" TSA Security	877 649-6862
" TSIS Watch	703 563-3650

## Security Services Bureau

Admin Sergeant	875-0410
Field Supervisor	875-0413
Central Control	875-8200
28 <sup>th</sup> Street (welfare)	874-2090
24 <sup>th</sup> Street (welfare)	875-8200
OB-3 (HHS)	875-4166

Recorder's Office	524-4651
Granite Park 4 (HHS & Cnty Assessor)	876-5528
Folsom Dam	601-5882

[illegible]

## HOSPITALS

### Kaiser North:

2025 Morse Ave.

**973-5000** (non-emergency)

**973-6482** (emergency Call Back)

ER Code **[0911#]**

### Kaiser Roseville:

1600 Eureka Rd.

**784-4000** (switchboard)

**784-5399** (emergency/ disaster line)

ER Code **[None]**

### Kaiser South:

6600 Bruceville

**688-2000** (switchboard)

**688-6066** (priority)

ER Code **[10972]**

### Mercy Folsom:

1650 Creekside Dr.

**983-7400** (switchboard)

ER Code **[5150]**

### Mercy General:

4001 J St.

**453-4545** (switchboard)

**453-4428** (priority / ER)

ER Code **[2510\*]**

### Mercy San Juan:

6501 Coyle Ave

**537-5000** (non-emergency)

**864-5550** (emerg)

ER Code **[6501]**

### Methodist:

7500 Hospital Dr.

**423-3000** (switchboard)

ER Code **[#\*]** same time

### San Joaquin Gen.

500 W. Hospital Rd.(exit 467b)

French Camp/Stockton

**(209)468-6000**

**(209) 468-6325**(for Med Runs)

### Detox Center

700 North 5<sup>th</sup> Street(Richards& 5<sup>th</sup>)

**448-1236** Gate **[press the button]**

### Sutter General:

2820 L St.

**454-2222** (switchboard)

**733-8900** (priority)

ER Code **[Reg. Entrance]**

### Sutter Memorial:

52nd & F St.

**454-3333** (switchboard)

**733-1000** (priority)

ER Code **[None]**

### Sutter Roseville Medical Center:

1 Medical Plaza

**781-1000** (switchboard)

**781-1800** (emergency room)

ER Code [       ]

### UCD Med. Cntr.:

2315 Stockton & X St.

**734-2011** (switchboard)

**734-3790** (treatment area)

**734-2659** (SSD) ER Code **[3278]**

### CAARE Center Medical Clearance:

M-F 0800-2100       **734-8396**

3300 Stockton Blvd,Donner Bldg

### Sacramento VA Medical Center

1035 Hospital way (Mather)

**366-5401** (secure phone)

**800 382-8387**

## FINANCIAL & CREDIT CARD NUMBERS

### To assist Law Enforcement with stolen cards.

American Express	1-800-528-2121
" (Traveler's Checks)	1-800-221-7282
Discover	1-800-762-3051
Master Card	1-800-231-1750
Visa	1-800-367-8472

### Numbers to report credit card fraud.

www.equifax.com	1-800-525-6285
www.experian.com	1-800-397-3742
www.transunion.com	1-800-680-7289

### Numbers regarding stolen checks or fraudulent bank accounts.

Telecheck	1-800-366-2425
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### If Social Security Number used fraudulently.

Social Security Admin Fraud Hotline	1-800-269-0271
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### Identity theft victims via the U.S. Mail.

Postal Inspection Service	1-800-275-8777
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## Miscellaneous Numbers

<b>Blumenthal's</b>	256-3300
<b>Sac Uniform</b>	567-7877
<b>On-Star</b>	1-888-466-7827
<b>Sac County Info</b>	211
<b><a href="http://www.codenameinsight.com/">http://www.codenameinsight.com/</a> --The best website ever created</b>	
<b>Translation Line</b>	1-877-764-7555
<b>Work Release Division</b>	(700 North 5 <sup>th</sup> Street)
<b>Military One Source</b>	800-342-9657 (a great resource to assist soldiers with just about any problem)
In-Home Supportive Services Fraud	874-3836 <b>IHSSFRAUD@SACDA.ORG</b>

## COMPUTER RESOURCES

Username: **ssd\jdoe**  
Password: \_\_\_\_\_

- **<http://ssdweb.sacsheriff.com>**

- SSDWEB
- **Web KPF** [kpfserver.sacsheriff.com/kpf/login/login.aspx](http://kpfserver.sacsheriff.com/kpf/login/login.aspx)
- **iCLETS** <http://iclets.saccounty.net/> (or from KPF page)
- **SSD Webmail** (Public Folders)
- Training Bulletins
- Legal Resources (PC, VC, Title 15, etc)  
-also at <http://www.leginfo.ca.gov/calaw.html>
- SSD Phone Directory
- **JIMS**

- **<http://court.net/>** (Court Intranet for Court Computers)

- **Phone directory** (*tab left edge of page*)  
Courthouse phone numbers
- **Judicial Info** (*-on top right, then "Phone list" tab bottom left edge*)  
**DA & Public Defender** Phone Numbers  
**Judicial Directory** (Judges, Dept's, Phone Numbers)
- **Penal Codes** (*"Criminal" Tab at top, then link at bottom of page*)

- **<http://www.saccourt.com/>** (Court Public Website)

- <https://services.saccourt.com/indexsearchnew/>  
- Search the Civil, Family, Probate, and Criminal Case Database

## WEB RESOURCES

### **Legal updates**

[http://ssdweb/legal\\_resources/](http://ssdweb/legal_resources/)  
<http://le.alcoda.org/publications/>  
[www.sdsheriff.net/legalupdates/](http://www.sdsheriff.net/legalupdates/)  
[www.legalupdateonline.com/issues](http://www.legalupdateonline.com/issues.html)  
.html

### **[www.retirement.saccounty.net](http://www.retirement.saccounty.net)**

<http://www.scers.org/default.htm>

### **Drug Information Websites**

[www.nchidta.org/](http://www.nchidta.org/)  
[www.drugs.com](http://www.drugs.com)  
[www.erowid.org/](http://www.erowid.org/)

### **Cop Stuff**

<http://officer.com/>  
[www.cnoa.org/](http://www.cnoa.org/)  
[www.ntoa.org/](http://www.ntoa.org/)

### **SSD Association**

[www.scdsa.org](http://www.scdsa.org)

### **Fraternal Order of Police**

[www.sacfop.org](http://www.sacfop.org)

### **STAR 6 Foundation**

[www.star6.org](http://www.star6.org)

### **Nationwide Megan's Law sites**

[www.fbi.gov/hq/cid/cac/registry.htm](http://www.fbi.gov/hq/cid/cac/registry.htm)

### **Terrorism Information Websites**

[www.sacrftac.org](http://www.sacrftac.org)  
<http://tlo.org/>  
<http://terrorism.com/>

### **Penal Codes, etc**

<http://library.copware.com>  
<http://www.leginfo.ca.gov>

### **Medical Marijuana Card Verification**

[www.calmmp.ca.gov](http://www.calmmp.ca.gov)

### **License Plate Info Website**

<http://www.15q.net/index.html>

## IN THE LINE OF DUTY



Sheriff  
Joseph McKinney  
(8/15/1850)



Corporal  
Bruce Verhoeven  
(12/4/1973)



Sergeant  
Richard Deffner  
(1/21/1988)



Detective  
Vu Nguyen  
(12/16/2007)



Captain  
Charles J. Ogle  
(3/12/1951)



Deputy  
Stewart P. Baird  
(6/13/1976)



Deputy  
Sandra L. Larson  
(12/08/1998)



Deputy  
Paul W. Derouen  
(3/29/2008)



Deputy  
William L. Littlejohn  
(6/3/1955)



Detective  
Christopher W. Boone  
(10/25/1979)



Deputy  
Kevin Patrick Blount  
(7/13/2005)



Deputy  
Larry Canfield  
(11/12/2008)



Deputy  
Roger L. Bauman  
(12/12/1961)



Deputy  
Eugene N. Luther  
(4/25/1980)



Deputy Joseph  
Michael Kievernagel  
(7/13/2005)



Deputy  
Danny P. Oliver  
(10/24/2014)



Deputy  
Kenneth B. Royal  
(6/7/1968)

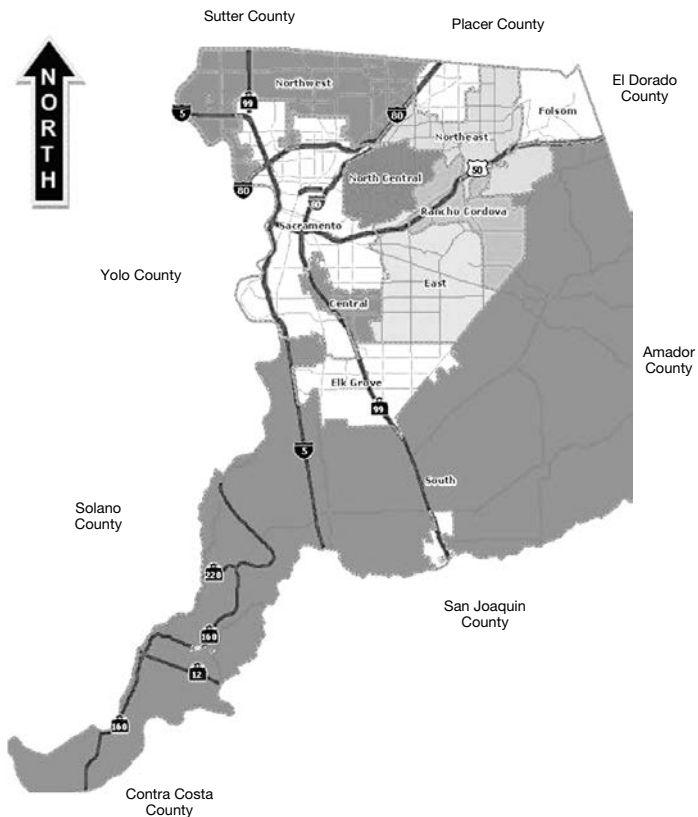


Detective  
David E. Miller  
(1/2/1983)



Deputy  
Jeffrey V. Mitchell  
(10/27/2006)

## DIVISION BOUNDARY MAP





## BEAT PARTNER ETIQUETTE

Beat Partner Etiquette is a list of good habits to learn at an early stage in your career. If you do not follow these simple rules of courtesy you will be frowned upon by your fellow district officers.

These points are not carved in stone but each has a significant impact.

The specific reasons for following these rules should be evident but sometimes people do not consider how the most insignificant items may affect others.

1. Always coordinate your Code 7 time with your beat partners.
2. Advise the dispatcher when sufficient units are on a scene.
3. Advise the dispatcher that you are 10-08 after making a short vehicle stop.
4. Offer assistance to others assigned complicated or lengthy reports.
5. Do not allow others to be assigned numerous reports when you have none.
6. Advise cover units if you will have an extended ETA.
7. Coordinate arrival on all "hot calls."
8. Do not engage in locker room gossip about other beat partners.
9. If you receive a wave down about a crime, handle it instead of referring the person to the communications center.
10. Do not put yourself out on every call so that you don't get assigned any calls of your own.
11. Do not hide patrol car keys for your personal use.
12. Do not leave your district for extended periods of time without advising your beat partners.
13. Do not allow officers from other districts to take reports in your district except in emergency situations where multiple units are needed.
14. Do not free yourself from report calls thus leaving them for your beat partners.

*Following these rules might get you a pat on the back for being a good beat partner even if you are "the new guy or gal."*



# MASTAGNI LAW FIRM

## Professional Service from the Law Firm of Mastagni, Holstedt, Amick, Miller & Johnsen

The law firm of Mastagni, Holstedt, Amick, Miller & Johnsen is privileged to represent the members of the Sacramento County Deputy Sheriffs' Association in employment and discipline matters, contract negotiation, workers' compensation claims, disability retirement, and personal injury litigation. We have been representing public safety employees and their labor associations throughout northern California for over 25 years.

### **Labor & Employment Law**

Our labor attorneys specialize in representing peace officers in employment-related disciplinary actions, internal investigations, and grievances. Our labor negotiators represent the Sacramento County DSA in contract negotiations and disputes related to contract interpretation.

Your rights as a peace officer in any disciplinary investigation are governed by the Public Safety Officers Procedural Bill of Rights (POBR). Your rights attach whenever you (1) become the subject of an investigation or interrogation which could lead to punitive action against you; or (2) receive punitive action as the result of an investigation or interrogation. "Punitive action" means a documented counseling, letter of reprimand, a suspension, dismissal, or a punitive transfer, including transfers involving a loss of pay.

Whenever a supervisor requests to discuss an on- or off-duty incident with you or orders you to provide a memorandum or written statement related to that incident, you should ask the supervisor whether the investigation may lead to discipline. You should not give statements or provide written reports related to critical incidents or internal investigations which could lead to disciplinary action against you without consulting an attorney or representative.

We provide 24/7 representation in officer-involved shootings and other critical incidents. As with the other legal services we provide relating to your employment, you should contact your Board of Directors as well as this office when you need a lawyer.

### **You should contact the DSA immediately if you are**

- **involved in a shooting or other critical incident resulting in injury or death to another person;**
- **advised you are a subject or witness in an administrative or criminal investigation, or in any investigation which could lead to punitive action**

### **Workers' Compensation**

Our staff of workers' compensation attorneys is available to assist you with filing your claim for benefits, arranging for care and evaluation of your medical/psychological injuries, and representing you aggressively and effectively to obtain the highest possible award in your case.

If you are injured on the job, you should contact one of our workers' compensation attorneys immediately. Representation in workers' compensation cases is structured on a contingent-fee basis as determined by state statute.

### **Disability Retirement**

If injuries you sustained while employed by Sacramento County cause you or your employer to apply for your disability retirement, our attorneys can assist you with the application process and are available to represent you on appeal in the event you wish to challenge a disability determination. We also can assist with converting a disability retirement into an industrial disability retirement, which may result in an increase in your monthly retirement benefits. Representation in retirement matters is structured on an hourly-fee basis.

### **Personal Injury**

The law firm provides representation to peace officers and their family members who suffer injuries on- and off-the-job. Many of our clients are deputy sheriffs injured in motor vehicle accidents. Representation in personal injury claims is by contingency-fee agreement.

## POLICE OFFICERS BILL OF RIGHTS

**If you are being investigated and your department seeks to question you, you have the following rights under Government Code 3300:**

1. If it is deemed you may be charged criminally, you must be advised of your constitutional rights. **3303(h)**
2. The interrogation shall be conducted at a reasonable hour, preferably when you are on duty or during your normal waking hours, unless the seriousness of the investigation requires otherwise. If the interrogation is during your off-duty time, you shall be compensated for such off-duty time in accordance with your regular department policies. **3303(a)**
3. You have a right to be informed before the interrogation of the nature of the investigation as well as the rank, name, and command of the officer in charge of the interrogation. The questioning cannot be done by more than two(2) interrogators. **3303(b), (c)**
4. You may, at your request, have a representative of your choice present during the questioning. **3303(j)**
5. You have a right to tape-record the interrogation and you have a post-interrogation right to copies of any notes, reports, or complaints made by investigators or other persons, except those which are deemed confidential. **33033(g)**
6. You have a right not to be subjected to offensive language. Your home address and your photograph cannot be given to the news media without your express consent. **3303(e)**
7. In the event you are required to write a report, letter, memo, and/or answer questions concerning an investigation which could POSSIBLY lead to punitive action against you, and you do not have time to contact your chosen representative, you should read aloud the following Non-Waiver Statement or write the statement and give it to the person requesting you to report:  
**"I object to any questioning or request for response until I have had an opportunity to meet with my chosen representative. However, I understand that I am being ordered to make a report or answer questions and that if I do not comply with the order, I may be disciplined for insubordination. Therefore, I have no alternative but to abide by the order. By so doing, I do not waive my Constitutional rights to remain silent under the Fifth and Fourteenth Amendments of the United States Constitution, and the protections afforded me under the case law"**

**You have other POBR rights:**

8. You have a right to engage in political activity off duty and out of uniform. **3303**
9. You have a right to an opportunity for an administrative appeal of any punitive action. **3304**
10. Except as provided by statute, no punitive action, nor denial of promotion on grounds other than merit, shall be undertaken for any allegation of misconduct if the investigation is not completed within one year of the agency's knowledge of the allegation. **3304(d)**
11. No document containing adverse comments may be placed in your personnel file without your having an opportunity to review and sign it. **3305**
12. If an adverse comment is placed in your personnel file, you have a right to file a response within 30 days. **3306**
13. You have a right during your normal working hours to inspect any of your personnel files maintained by your agency. **3306.5**
14. You may not be requested or compelled to submit to a polygraph examination or voice stress analyzer and no disciplinary action may be based upon your failure to submit to either examination. **3307**
15. You may not be requested or compelled to provide information regarding items of property, income, debts, or personal or domestic expenditures, except as required by state law or as necessary for your employer to make a particular assignment or to investigate a conflict of interest. **3308**
16. Your locker or work area cannot be searched unless:
  - (a) you are present, or
  - (b) you consent, or
  - (c) you have been notified a search will occur, or
  - (d) the employer has obtained a valid search warrant. **3309**
17. A court may issue an injunction or other extraordinary relief to remedy violation of the POBR. **3309.5**
18. The court may impose a civil penalty of up to \$25,000, attorney fees, and other damages, to be awarded to a public safety officer whose POBR rights were denied.

The court may also impose sanctions for any POBR action brought by a public safety officer that is frivolous or made in bad faith. **3309.5**

**If you believe any of your rights have been violated, or will be violated, you should contact your attorney as soon as possible. It is important to know, understand, and exercise your rights as a Public safety Officer.**

# TRAFFIC COURT TESTIMONY

(Possible Verbiage)

Your Honor, I am Deputy **NAME, BADGE #** with the Sacramento County Sheriff's Department. I have been a sworn Peace Officer for **# YEARS**.

On **DATE** at approximately **TIME** hours I was;

- on duty,
- in full uniform,
- driving a marked patrol car,
- in Sacramento County.

At this time I witnessed the defendant, **DEFENDANT'S NAME**, (identify defendant as in court by clothing / location),  
later identified by his/her California Drivers License:

- driving a **VEH DESCRIPTION**
- traveling **DIRECTION & LOCATION**.
- The defendant was in violation of **VC# and NAME**.  
(describe what you saw and observed, etc.)

I activated my overhead lights and conducted a vehicle stop.

The defendant was cited/ arrested for **VC/PC**.

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## FIELD SHOW UP ADMONISHMENT

### (Possible Verbiage)

You are about to be shown someone. Before you view the person please keep the following in mind:

1. As a witness, you need to keep an open mind. You are NOT obligated to identify anyone.
2. The person who committed the crime may or may not be among those present.
3. Just because the person is detained (in custody), it does not mean that he or she committed the crime.
4. It is just as important that innocent persons are freed from suspicion as guilty parties are identified.
5. Please do not discuss the case with other witnesses or indicate to them in any way that you have identified someone, if you do identify someone.

*(Also see page 47, section 3, of Robbery investigation)*

## UNLAWFUL ASSEMBLY ADMONISHMENT

### **\*\*One possible format:**

"I am (Name and Rank), of the Sacramento County Sheriff's Department. I hereby declare this to be an unlawful assembly and, in the name of the People of the State of California, command all those assembled at **(give specific location)** to immediately disperse. If you do not disperse, you will be arrested."

*(See Riot Control section page 34)*

PC 416	(M)	Refusal to disperse upon lawful command – 2 or more persons.
PC 404.6	(M)	Incitement to Riot
PC 408	(M)	Participate in an unlawful assembly / route

## MIRANDA ADVISEMENT

### MIRANDA ADVISEMENT

1. You have the right to remain silent.
2. Anything you say can be used against you in a court of law.
3. You have the right to talk to an attorney and have an attorney present before and during questioning.
4. If you cannot afford an attorney, one will be appointed free of charge to represent you before and during questioning, if you desire.

### OBTAINING A WAIVER

1. Do you understand each of these rights I have explained to you?
2. Having these rights in mind, do you wish to talk to us now?

- If the officer intends to question the suspect, the suspect should initial the appropriate answer (yes, no) and sign the waiver.
- The officer should then sign and date the form.
- Juveniles must be informed of their rights whether or not the officer intends to question them (625 W&I).