



ALAMEDA POLICE DEPARTMENT

1555 Oak Street
Alameda, CA 94501
(510) 748-4508
CA0010100

TRAINING BULLETIN

SUBJECT:

P.O.P. PROJECT FILE

NO.

DATE: **12-21-95**

FOR FURTHER INFO CONTACT:

LT. LEITZ

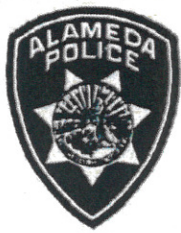
This training bulletin supercedes training bulletin 94-12.

A POP project is initiated when a problem needs a solution. A problem is defined as two or more incidents which are similar in nature, that cause harm or have the potential to cause harm, and the public expects the police to handle the problem. In some circumstances, one incident may be sufficient to be classified as a problem.

To initiate a POP project, you should use Problem Solving Project Form APD-61. It will assist you in thoroughly completing your project and provide a reference for others to use in the future. Discuss the nature and scope of the project with your supervisor.

Procedure

- 1) Ask dispatch for a POP project report number and enter that number in the upper right hand corner of the form.
- 2) Make a photocopy of the entire form and turn it in as you would any report, at the end of the shift. It will be routed to Records for filing by the Crime Analysis Unit.
- 3) Keep the original form until you have completed your project. Attach copies of any related reports, memos, letters, etc.
- 4) Projects which are ongoing, must be updated by the first of the month. Officers will submit a brief memorandum to the Community Policing Coordinator synthesizing the progress made and what is pending.
- 5) Once you have completed the project, give the entire package to your supervisor for review. The supervisor will then submit the completed package to the Watch Commander for final review. The Watch Commander will forward the package to the Crime Analysis Section for review and filing in the "completed P.O.P. project file."



ALAMEDA POLICE DEPARTMENT
1555 Oak Street
Alameda, CA 94501
(415) 522-1221
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TRAINING BULLETIN

SUBJECT:

CITATION AMENDMENT NOTIFICATION FORM

NO.

DATE: 011397

FOR FURTHER INFO CONTACT:

SGT. GLOVER

Alameda Municipal Court has requested that we revise our method of amending or cancelling citations to include the use of the Citation Amendment Notification form (attached) in conjunction with the Citation Amendment or Cancellation Request (also attached). This procedure applies only to Notices to Appear processed through Alameda Municipal Court and only when the violator needs to be notified of the change. If the violator did not receive a copy of the Notice to Appear, it is not necessary to complete the Notification form. **Do not use for parking citations.**

Amendment/Cancellation Procedure:

Complete the APD CITATION AMENDMENT OR CANCELLATION REQUEST.

Complete the APD NOTIFICATION FORM.

Mail the yellow copy of the NOTIFICATION form to the violator.

Turn the pink copy of the NOTIFICATION form in where you turn in pink copies of citations. This will be attached by Records Section to the pink file copy of the citation.

Attach the white copy of the NOTIFICATION form, along with the original (white) citation, to the CITATION AMENDMENT OR CANCELLATION REQUEST form and process through the Chain of Command for return to Alameda Municipal Court.

When a citation is returned by AMC for amendment you should receive all necessary forms from the Traffic Section. When amending or cancelling a citation not returned by AMC, the necessary forms are available in the Traffic Office and the Report Writing Room.

Note: Do not make changes on an original citation unless you have all three copies and can amend the violator's copy at the same time.

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TRAINING BULLETIN

SUBJECT:

VICTIM CONFIDENTIALITY PER 293 P.C.
AND 6254(f)(2) G.C.

NO.

DATE:
1-13-98

FOR FURTHER INFO CONTACT:

R. HELMS, RECORDS SUPERVISOR

Sections 293 P.C. and 6254(f) (2) of the Government Code require the omission of the name of any victim of the following crimes from any police record, upon their request. In addition, 6254(f)(2) of the Government Code prohibits the disclosure of the victim's address at any time.

A "Victim Confidentiality Request Form" will be filled out by the Police Officer who responds to a sexual assault or a violent crime. The box marked "*Officer advised the victim their name will become a matter of public record unless requested to be kept confidential*" will always be checked. It is essential to have one of the other two boxes checked, the "*Victim elected to keep their name confidential*" or the "*Victim declined to have their name kept confidential*" depending on what they elect to do.

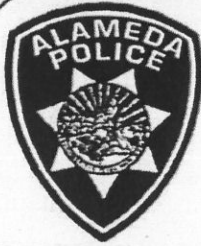
The first line of the narrative of the face sheet of the police report must include that the "victim was advised per 293 P.C." and either the "victim requests confidentiality" or the "victim declines confidentiality". The victim will then sign their name next to the statement.

The Victim Confidentiality Request Form will be placed on top of the face sheet of the police report and will become a permanent part of the report.

The sections that are covered per the Penal Code and Government Code are as follows:

Sexual Assault Crimes:	261, 261.5, 262, 264, 264.1, 286, 288, 288a, 289
Violent Crimes:	273a, 273d, 273.5, 422.6, 422.7, 422.75

If you have any questions, refer to sections 293 P.C. and 6254(f) (2) G.C., or contact the Records Supervisor.



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TRAINING BULLETIN

Domestic Violence Update

NO.

DATE: 01/22/2002

FOR FURTHER INFO CONTACT:

Sgt. Rodekohr

Outlined below are some legislative changes that have been implemented in the area of domestic violence over the last two years. These sections are in effect now and should prove helpful to officers responding to calls involving domestic violence.

243(e)(1)P.C. - Battery: as applied to domestic violence (misd.)

The necessary crime elements of domestic battery are:

> force or violence against:

- ~ spouse or former spouse,
- ~ cohabitant or former cohabitant,
- ~ parent with a child in common,
- ~ currently engaged or recently engaged,
- ~ current or previous dating relationship.

Note: "Dating relationship" means frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement independent of financial considerations.

Warrantless arrest for 243(e)(1)P.C.

A warrantless arrest (under Penal Code section 836(d)) may be made if the suspect commits assault or battery upon a person described in any of the above relationships.

The peace officer may arrest the suspect without a warrant - *even when the act is not committed in their presence* - when both of the following circumstances apply:

- 1) When there is reasonable cause to believe that the suspect has committed the assault or battery, whether or not it has been committed.
- 2) The arrest is made as soon as reasonable cause arises to believe that the suspect has committed the assault or battery, whether or not it has been committed.

Note: This takes the place of the more common 242PC we would charge when the elements of 273.5 P.C. did not exist. This is a discretionary tool and does not require an arrest in a "no prosecution desired" situation if there is no threat of intimidation or further violence. If needed, you can arrest without a warrant or citizens arrest, as long as the above two circumstances exist.

In cases of a mutual combat between parties, it is important to determine who the "primary aggressor" in the incident is. This is not necessarily the first aggressor, but the most significant.

Seizure of Firearms (12028.5P.C.)

Any peace officer, who is at the scene of a domestic violence incident involving a threat to human life or a physical assault, shall take temporary custody of any firearm or other deadly weapon in plain sight or discovered pursuant to a consensual search as necessary for the protection of the peace officer or other persons present. A receipt for the weapon shall be provided to the owner or person in charge.

Required recording of domestic violence related calls (13730 P.C.)

Along with the documentation of the details surrounding the domestic violence incident, the report shall include all of the following:

1. A notation of whether the responding officer observed any signs that the alleged abuser was under the influence of alcohol or a controlled substance.
2. A notation in the report whether there have been any other previous domestic violence reports at the same address or involving the alleged abuser and victim.
3. A notation of whether the officer inquired as to the presence of firearms or other deadly weapons that could harm the officer or others present, what the results of that inquiry were, and what actions were taken (12028.5P.C.)

Note: These notations are now required by law to be included in domestic violence crime reports. If a suspect is arrested, victims must be informed that even though the suspect of domestic violence is officially restrained, they may be released without notice (Penal Code section 13701(c)(9)(A)).

Additional useful Penal Code charging sections

166.4 P.C. (misd.) - Violation of a court order or restraining order. Also allows for an arrest for the violation not committed in your presence. Reasonable cause to believe the violation occurred.

591 P.C.(felony-wobbler) - Injuring, destroying or disabling telephone lines. As of 2002, this also applies to cell phones. This sections can be used when the aggressor rips the phone line from the wall, or disables the phone in any way, thus not allowing the victim to summon assistance.

422 P.C. (felony-wobbler) - Now referred to as "Criminal Threats". Willfully threatens to commit a crime which will result in death or serious injury. Can be made verbally, in writing, or through electronic communications. No need to prove intent to carry out the threat. The victim fears for their immediate safety or that of their family.

594 P.C. - Vandalism. Now applies to the deliberate destruction of community property.

Other considerations:

293 P.C. - Victim confidentiality form.

Domestic Violence Resource Pamphlet

273.5 P.C. - Domestic battery resulting in corporal injury.



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TRAINING BULLETIN

14602.6 CVC Impound Hearing

NO.

DATE: 04/23/2002

FOR FURTHER INFO CONTACT:

Sgt. Swatman

14602.6 CVC Vehicle Impoundment - Suspended or Unlicensed Driver: Hearing

Impound hearings are done by the Traffic Sergeant or his/her designee. The hearings are held on Tuesdays and Thursdays at 1400 hrs at the front counter of the Police Department.

Vehicles may be released prior to the end of 30-day impoundment under any of the following circumstances:

- The vehicle is a stolen vehicle
- The vehicle was driven by an unlicensed employee of a business establishment
- The driver reinstates or acquires a driver's license and proof of insurance
- At the discretion of the hearing officer under permitting circumstances. Here are some examples that may apply:

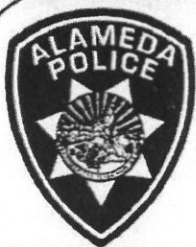
The owner can show that he/she was unaware that the person driving the vehicle did not have a valid driver's license.

The owner can show that the person driving the vehicle did not obtain permission to do so from the owner.

The vehicle may be released to the registered owner, legal owner or anyone else the owner designates if there is a licensed driver present and if the vehicle is currently registered. Photo identification is required.

The following items must be completed if the vehicle is released:

- The Hearing officer must sign the tow sheet authorizing release.
- Records Section will complete the vehicle release form, collect the \$100.00 administrative fee if applicable, and direct the owner to the vehicle storage facility.
- The Legal owner will not be charged a \$100.00 administrative fee unless they have voluntarily requested a post-storage hearing. If the 30-day impoundment period expires without a hearing, the administrative fee will not be charged.



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TRAINING BULLETIN

**Notice to Appear and Parking Citation
Amendment/Cancellation Request Form**

NO.

DATE: 04/23/2002

FOR FURTHER INFO CONTACT:

Lt. Arturo Fuentes L3

This is a change for completing the request form and procedures for amending or canceling a citation. This Training Bulletin shall replace Training Bulletin 97-01.

Currently when requesting an amendment or cancellation of a citation an officer is required to complete a separate request form for a notice to appear or a parking citation. This has caused confusion and frustration due to the use of wrong forms. A new form has been developed, incorporating one form for canceling or amending any citation. This form has been developed using the Omni Form Format and is accessible via the computer through the APD Forms Folder. Paper copies of the form will be made available and kept in the report writing room.

A Notification Form must be completed when a change to a citation is necessary and the violator needs to be informed of the change.

Amendment Procedure for Notice to Appear:

- Check the proper routing box. A Notice to Appear shall be routed through the Bureau of Operations.
- Complete the APD CITATION AMENDMENT/CANCELLATION REQUEST FORM.
- Complete the APD NOTIFICATION FORM.
- Sign the APD CITATION AMENDMENT/CANCELLATION REQUEST FORM; attach the white copy of the notification form and the white copy of the original citation and forward through the chain of command.
- Mail the yellow copy of the NOTIFICATION form to the violator.
- Turn the pink copy of the NOTIFICATION form in where the pink copies of citations are deposited. Records Section will attach this to the pink copy of the original citation.
- Watch Commander check the Superior Court routing box and the motion for amendment box in the Watch Commander section of the form and forward to the Alameda Superior Court.

Note: Do not make changes on the original citation unless you have all three copies and can amend the violator's copy at the same time.

Cancellation Procedure for Notice to Appear with Notification Form:

- Check the proper routing box. A Notice to Appear shall be routed through the Bureau of Operations.
- Complete the APD CITATION AMENDMENT/CANCELLATION REQUEST FORM.
- Complete the APD NOTIFICATION FORM.

- Sign the APD CITATION AMENDMENT/CANCELLATION REQUEST FORM; attach the white copy of the Notification form and the white copy of the original citation and forward through the chain of command.
- Mail the yellow copy of the NOTIFICATION form to the violator.
- If you have the pink copy of the citation turn the pink copy of the citation and the pink copy of the NOTIFICATION form in where the pink copies of citations are deposited. If you do not have the pink copy of the citation turn in the pink copy of the Notification Form where the pink copy of the citations are deposited. The Records Section will attach this to the pink copy of the original citation.
- Watch Commander check the Superior Court routing box and the motion for cancellation box in the Watch Commander section of the form and forward to the Bureau of Operations Captain.

Cancellation Procedure for Notice to Appear without Notification Form:

- Check the proper routing box. A Notice to Appear shall be routed through the Bureau of Operations.
- Complete the APD CITATION AMENDMENT/CANCELLATION REQUEST FORM.
- Sign the APD CITATION AMENDMENT/CANCELLATION REQUEST FORM; attach all copies of the original citation and forward through the chain of command.
- Watch Commander check the Alameda Police Department Records routing box and the motion for cancellation box in the Watch Commander section of the form, sign and forward to the Bureau of Operations Captain.

Amendment Procedure for Parking Citation with Notification Form:

- Check the proper routing box. A Parking Citation shall be routed through the Bureau of Services.
- Complete the APD CITATION AMENDMENT/CANCELLATION REQUEST FORM.
- Complete the APD NOTIFICATION FORM.
- Sign the APD CITATION AMENDMENT/CANCELLATION REQUEST FORM; attach the white copy of the Notification form and the white copy of the original citation and forward through the chain of command.
- Mail the yellow copy of the NOTIFICATION form to the owner of the vehicle. Run the vehicle registration. If you are unable to locate an owner forward the yellow copy to Traffic with a copy of the registration and a note explaining why you were unable to locate an owner.
- If you have the pink copy of the citation turn the pink copy of the citation and the pink copy of the NOTIFICATION form in where the pink copies of citations are deposited. If you do not have the pink copy of the citation turn in the pink copy of the Notification Form where the pink copy of the citations are deposited. The Records Section will attach this to the pink copy of the original citation.
- Watch Commander check the City of Alameda (Parking) routing box and the motion for amendment box in the Watch Commander section of the form, sign and forward to the City of Alameda (Parking).

Note: Do not make changes on the original citation unless you have all three copies and can amend the violator's copy at the same time.

Cancellation Procedure for Parking Citation with Notification Form:

- Check the proper routing box. A Parking Citation shall be routed through the Bureau of Services.
- Complete the APD CITATION AMENDMENT/CANCELLATION REQUEST FORM.
- Complete the APD NOTIFICATION FORM.
- Sign the APD CITATION AMENDMENT/CANCELLATION REQUEST FORM; attach the white copy of the Notification form and the white copy of the original citation and forward through the chain of command.
- Mail the yellow copy of the NOTIFICATION form to the owner of the vehicle. Run the vehicle registration. If you are unable to locate an owner forward the yellow copy to Traffic with a copy of the registration and a note explaining why you were unable to locate an owner.
- If you have the pink copy of the citation turn the pink copy of the citation and the pink copy of the NOTIFICATION form in where the pink copies of citations are deposited. If you do not have the pink copy of the citation turn in the pink copy of the Notification Form where the pink copy of the citations are deposited. The Records Section will attach this to the pink copy of the original citation.
- Watch Commander check the City of Alameda (Parking) routing box and the motion for cancellation box in the Watch Commander section of the form, sign and forward to the Bureau of Services Captain.

Cancellation Procedure for Parking Citation without Notification Form:

- Check the proper routing box. A Parking Citation shall be routed through the Bureau of Services.
- Complete the APD CITATION AMENDMENT/CANCELLATION REQUEST FORM.
- Sign the APD CITATION AMENDMENT/CANCELLATION REQUEST FORM; attach all copies of the original citation and forward through the chain of command.
- Watch Commander check the City of Alameda (Parking) routing box and motion for cancellation box in the Watch Commander section of the form and forward to the Bureau of Services Captain.



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TRAINING BULLETIN

Cal/OSHA Reporting Requirements

NO:

DATE: 08/11/2003

FOR FURTHER INFO CONTACT:

Lieutenant Boersma

Cal/OSHA Reporting Requirements for Worksite Injuries

California State law requires that a local fire or police agency must notify the OSHA enforcement division within eight hours after responding to a serious worksite accident. Beginning this year, the penalty for failing to meet the reporting requirement has been increased to five thousand dollars. This requirement is set out in Labor Code §6409.2, as follows:

Whenever a state, county, or local fire or police agency is called to an accident involving an employee covered by this part in which a serious injury or illness, or death occurs, the responding agency shall immediately notify the nearest office of the Division of Occupational Safety and Health by telephone. Thereafter, the division shall immediately notify the appropriate prosecuting authority of the accident.

This notification requirement is repeated in Title - California Code of Regulations, Sec. 342(b), and the information that must be provided to OSHA is addressed in subsection (c). The text of this subsection is set out below:

(c) When making such report, whether by telephone or telegraph, the reporting party shall include the following information, if available:

- (1) Time and date of accident.
- (2) Employer's name, address, and telephone number.
- (3) Name and job title, or badge number of person reporting the accident.
- (4) Address of site of accident or event.
- (5) Name of person to contact at site of accident.
- (6) Name and address of injured employee(s).
- (7) Nature of injury.
- (8) Location where injured employee(s) was (were) moved to.
- (9) List and identity of other law enforcement agencies present at the site of accident.
- (10) Description of accident and whether the accident scene or instrumentality has been altered.

What these statutes are essentially telling us is that it is our responsibility as a responding police agency to report any workplace accident involving a serious injury or illness or fatality, directly to OSHA. This includes all workplace accidents that we respond to, not just accidents occurring on City of Alameda property or involving City of Alameda employees. "Serious injury or illness" is defined in section 330(h), Title 8 California Code of Regulations as follows:

... any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss or any member of the body or suffers any serious degree of permanent disfigurement ...

One exception to this rule is that an injury or illness or death caused by the commission of a Penal Code violation does not need to be reported unless the violation is for 385/PC. This section deals with tools, machinery, cranes, power shovels, etc., near high voltage overhead conductors (please refer to the California Penal Code for the full text of this section). Also, injuries or fatalities occurring as the result of a motor vehicle collision on a public roadway do not need to be reported to OSHA.

Currently, the nearest office for the Division of Occupational Safety and Health is located at 1515 Clay St., Oakland.

In addition to the aforementioned reporting requirements, the City of Alameda Risk Manager should be notified whenever an industrial accident involves a city employee or occurs on city property. If a serious injury, illness, or fatal accident occurs, the Risk Manager shall be notified regardless of the time of day.



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TRAINING BULLETIN

Proposition 9 Information Cards
"Marsy's Law Card"

NO:

DATE: 01-20-09

FOR FURTHER INFO CONTACT:

Sgt. K. McNiff

In November 2008, the electorate passed Proposition 9, "Marsy's Law." The law created a number of personally held and enforceable constitutional rights for victims of crime. The law expanded the definition of "victim" to include not only the immediate target of the criminal activity, but the person's spouse, children, siblings, and guardians. The law requires police officers to provide a copy of the resource card to legal guardians and lawyers representing deceased crime victims and physically or mentally incapacitated minors.

The law requires that the victim be notified of their rights. The California State Attorney General's Office has sent an exemplar card detailing the rights. Alameda Police Department has printed the rights cards and they are now available to give to victims. The cards are located in the report writing room. (They can also be downloaded via the following website www.doj.ca.gov in the "victim's of crimes section".)

When investigating a financial, violent crime, criminal threats and abuse cases, officers are required to provide the victim with the "Marsy Law" card. The officer shall include the police report number, agency telephone number, officers name and badge number, and court case number if known.

Officers are instructed to include a notation in the report that the "Marsy's Law Card" was given to the victim. This will assure our compliance with the new law. APD Domestic Violence pamphlets should be given to domestic violence victims. The state form does not contain local contact and tracking numbers as required by law.



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TRAINING BULLETIN

TRAFFIC STOP PROFILING
REPORTING SYSTEM

NO:

DATE: 1/5/2010

FOR FURTHER INFO CONTACT:

Lisa McNiff

The Traffic Stop Profiling Reporting System the Alameda Police Department uses is to maintain the public's trust that our Department does not make traffic stops based on race, gender or age. Use of this system will provide statistical data on Race, gender, age bracket, location of stop, reason for stop, disposition of stop and whether a search was conducted.

The procedures in this bulletin will only be used in the event a traffic stop is made and no citation is issued. If a traffic stop is initiated and results in anything other than a citation, such as either a warning, a search, or the stop was due to probable cause; the following dispositions should be communicated to the Comcen:

Race: A = Asian
 B = Black
 H = Hispanic
 W = White
 O = Other, not previously defined

Gender: F = female
 M = male

Age: A = adult
 J = juvenile

Disposition: W = warning
 P = probable cause stop
 Y = (Yes – a search was conducted of the vehicle) *It is important to notify the dispatcher if a search is conducted on a vehicle. It is not necessary to identify that a search was not conducted – only if it was.

Traffic stops should be made as follows: Unit ID – 908T – location & direction of travel – (dispatcher acknowledges) – license plate number – color and make of vehicle.

Officer clears from traffic stop:

Example: 2L11 – 909T – WMAPY (white male adult, probable cause stop, search conducted)

Example: 3L33 – 909T – HFJW (Hispanic female juvenile, warning)

The dispatcher will enter this information as the disposition of the traffic stop. For the dispatcher, the entry will look like this:

Example: 2L11 C WMAPY (clear, white male adult, probable cause stop, search conducted)

Example: 3L33 C HFJW (clear, Hispanic female juvenile, warning)



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TRAINING BULLETIN

New CAD Entry Code "937-R"
Identifying 290 P.C. Sex Registrants

NO: _____

DATE: _____

FOR FURTHER INFO CONTACT:

Det. Heckman #37

The purpose of this training bulletin is to inform personnel of a new CAD entry and radio code "937-R." "937-R" will be implemented to assist officers responding to calls in identifying 290 P.C. Sex Registrants. The new code will prompt a CAD premise history, which will be submitted by SIU, for the three different levels of registrants to be entered into the call history:

1. For "Full Disclosure" registrants, a full description of the registrant to include offense(s) will be provided in the call history and broadcasted by Dispatch. "Full Disclosure" registrant information is allowed to be given to the public, which also can be found and is provided on the public Megan's Law website.
2. **The two other classifications, "Zip Code Only" and "No Post" individuals WILL NOT have any sex registrant information that could identify that a 290 P.C. Sex Registrant lives at the broadcasted call address.** The only information that will be placed into the call history will be "290 P.C. Registrant". These two classes are protected in regards to "disclosure Information" to the public. Further information on these individuals can be found on the Law Enforcement side of the Megan's Law website.

Should officers contact a 290 P.C. Sex Registrant during a call, officers shall complete a Field Interview Card on the registrant. If the registrant is "out of compliance," the officer(s) shall take the registrant into custody. The following information should be included in the arrest report:

1. Statements from registrant, witnesses and persons living with registrant.
2. Locate and collect indicia placing registrant at the residence.
3. Ascertain where the registrant currently resides.
4. Locate any vehicle(s) the registrant may be using.
5. When their last registration was and through which agency.
6. Confirm through last agency or DOJ that registrant is out of compliance.

The new radio code "937-R" will assist APD in maintaining the most up to date information on registrants. This will also assist SIU personnel in monitoring 290 P.C. Sex Registrants and ensure they are in compliance with their registration requirements. Should SIU personnel not be available for contact, Dispatch and/or officers may contact the Alameda County SAFE Task Force DOJ Sex Offender Tracking Program (SOTP) DOJ's after hours Command Center for immediate assistance with confirming whether a 290 P.C. Sex Registrant is out of compliance.



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TRAINING BULLETIN

CRIMS- eProcess PC Declarations

NO:

DATE: 1/10/11

FOR FURTHER INFO CONTACT:

Sergeant Owyang

Alameda County has initiated an electronic process to file Probable Cause (PC) Declarations via the "eProcess" tab via the CRIMS online system. This process will allow Law Enforcement agencies in Alameda County to have judges sign PC Declarations electronically, thus eliminating the need for Law Enforcement agencies to search out and find judges after hours. Effective January 10, 2011, the Alameda Police Department will transition to filing all PC Declarations via the eProcess tab via CRIMS.

Name Search	Person Summary	Docket	Probation	System Admin	Custody	Charge	RPO												
Person Query	Vehicle Query	Location Query	Juvenile	eProcess	ARIES	Reports													

New PC Dec | Queue | New S

Probable Cause Declaration Entry - Riverside Document

Confidential: ☐

Suspect/Arrestee

PFN:

* Last Name: * First Name: Middle Name:

Date of Birth: (MMDDYYYY) License#: UNKNOWN

Juvenile: ☐

☒ **Arrest** ☐ **Out Of Custody(Request for Complaint)**

* Arrest Date: 12/17/2010 * Arrest Time: (HHMM 24 hr)

* Report #:

Arrest Address

Street #: Street: Street Type: NOT CODED

Unit #: City:

Arrest Location:

Responsibilities-

Officers and Detectives who are assembling a criminal packet to be submitted to the District Attorney for review, charging, or in custody arrests will log into CRIMS and go to the "eProcess" tab. After determining if the PC Declaration will be a "Holdover", "Daily", "Out-Of-Custody/ Request for Complaint", or a "Juvenile", the officer will fill out the PC Declaration via CRIMS following the Alameda County User Guide. Once it is completed to the user's satisfaction, the Officer/Detective will submit it electronically into the eProcess queue. The rest of the paperwork for the DA packet will be submitted so it can be reviewed by a Sergeant.

Sergeants will review the criminal packet and then log into CRIMS to retrieve the PC Declaration submitted by the Officer/Detective. If, after review, the PC Declaration is acceptable, the Sergeant will approve the PC Declaration. If the PC declaration is a "holdover", the Sergeant will submit it electronically so it can be reviewed by a Judge. If a "holdover" is rejected, APD ComCen will be notified via telephone and the on duty Sergeant will amend the "holdover" and resubmit it as soon as practical. If the PC Declaration is a "Daily", "Out-Of-Custody/ Request for Complaint", or a "Juvenile", the Sergeant will print it out and attach it to the criminal packet and place the packet in the DA Liaison mailbox.

Court Liason Officer will review all criminal packets submitted and ensure all PC Declarations have been submitted via the eProcess, approved, and attached properly to each packet. If a PC Declaration has not been filled out for a criminal packet that needs to go to the DA that morning, the Court Liason Officer will handle the PC Declaration. If the criminal packet is not needed by the DA that morning, the criminal packet will be returned to the submitting Officer/Detective's Sergeant for completion.

**ALAMEDA POLICE DEPT.**

1555 Oak Street
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(510) 337-8340
CA0010100

TRAINING BULLETIN

5150 W&I Police Reports

NO:

DATE: 8/24/11

FOR FURTHER INFO CONTACT:

Sergeant Owyang

In conjunction with General Policy 418- Mental Illness Commitments, a police report shall be generated on every detention via the Automated Reporting System (ARS) to accurately document the details which go beyond the scope of the 72 hour Application for Emergency Psychiatric Detention, (Green Sheet). The Green Sheet will then be scanned as an attachment to this police report.

Procedure:

If after determining a subject meets the criteria for a 5150 W&I detention, the police officer who completes the Green Sheet shall also complete a police report via the ARS system as required by the APD Report Writing Manual. The ARS report will include all persons associated with the call including the subject detained (listed as an involvement "ARR"), witnesses, reporting parties, all officers, doctors/medical personnel, etc.

Although the subject detained is initially classified as an "ARR" on the "Person Tab," ensure on the "Arrest Tab" the person detained is changed to an "OTH" and the rest is completed as shown below:

Details	Appearance	Extra	Alias	Mark	Related Persons	Employment/School	Arrest	MUPS	Fast MUPS Transfer	Medical	Links
Involvement	Arrest Type	Arrest Date	Arrest Time	Booking No	Book Date	Book Time	Status	Dispo			
OTH	A	08/11/2011	09:00:00				OTHR	TRN			
Arrest Location	City	Rep Dist	Citation No								
ALAMEDA	ALAMEDA										
BAC	Time	BAC 2	Time	BAC 3	Time	Fingerprt Taken?	Mug?	Place of Birth	City of		
Multi-arrests											
N											
Charges	Other	Probable Cause									
Charge	At Lvl	Chg Lit	Warrant No	Warrant ORI							
5150	O	INSANITY									

Whenever the Alameda Police Department is re-contacted to extend an Application for Emergency Psychiatric Detention beyond its initial 72 hour hold, the responding officer will generate a new Green Sheet on the SAME report number issued on the original day. The responding Police Officer will document any new observations on this Green Sheet as well as list any new persons contacted that day including the reporting party and/or witnesses. The CURRENT date/time and location will also be listed on the new Green Sheet. If new observations cannot be determined for an evaluation, or the person is medically unresponsive, the reporting Police Officer will refer to the original Green Sheet as the basis for the extension along with documentation similar to "Psychiatric evaluation extended due to the SUBJ being held for medical reasons." A supplemental in ARS will be also completed to document this re-contact. The new Green Sheet shall be turned in to be scanned as an attachment.



ALAMEDA POLICE DEPT.
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TRAINING BULLETIN

Online Police Reports

NO:

DATE: 5/9/12

FOR FURTHER INFO CONTACT:

Sergeant Owyang

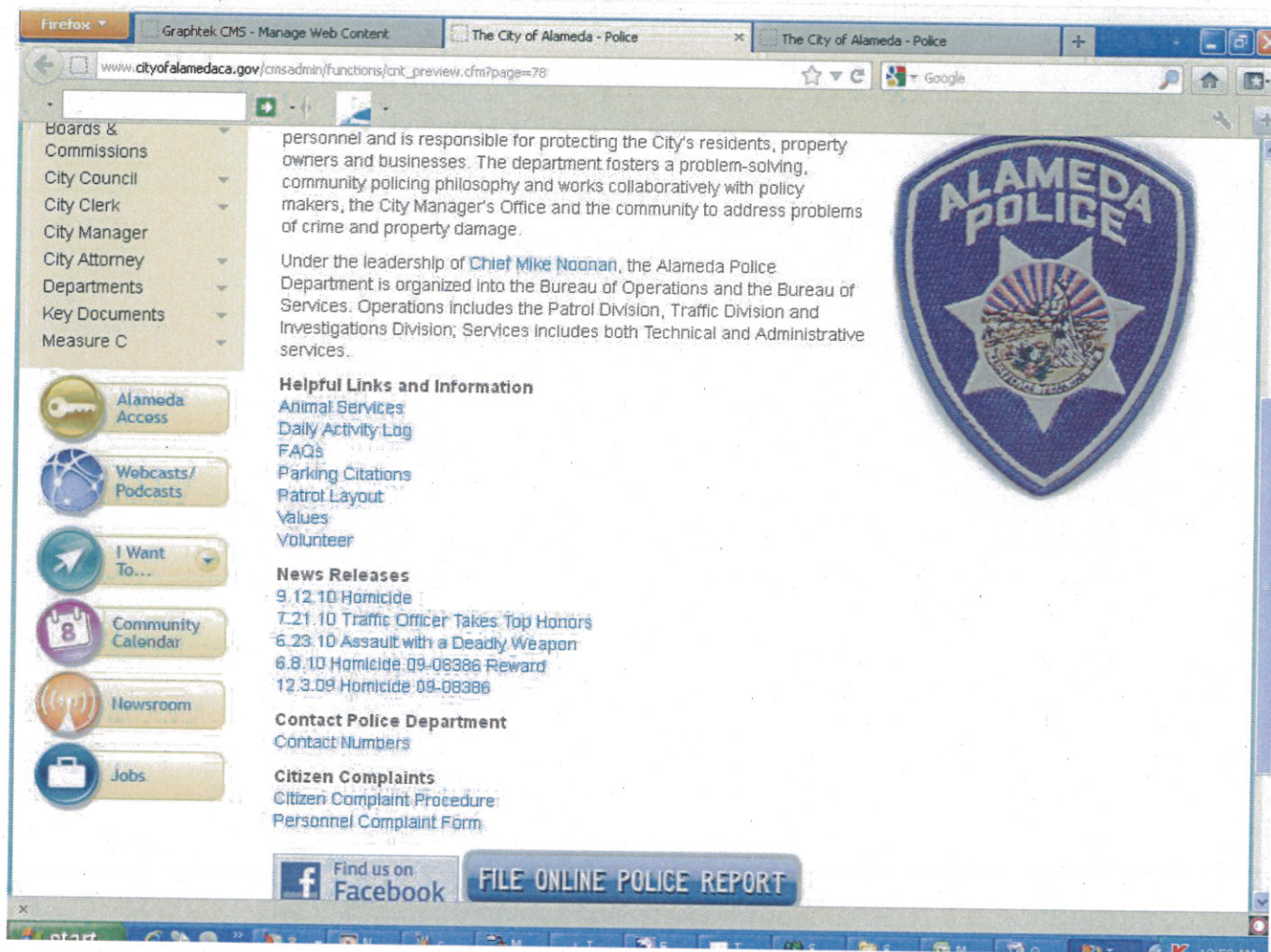
In conjunction with General Policy 344- Report Preparation, the Alameda Police Department will provide residents of Alameda the option to file police reports online for certain non-emergency events, as long as they fall within certain guidelines. The purpose of this option is to allow the Alameda resident to avoid waiting for an officer to take the report and to provide them a convenient manner to file reports. The vendor to assist the Alameda Police Department with this endeavor is **ePoliceReport**

PROCEDURE:

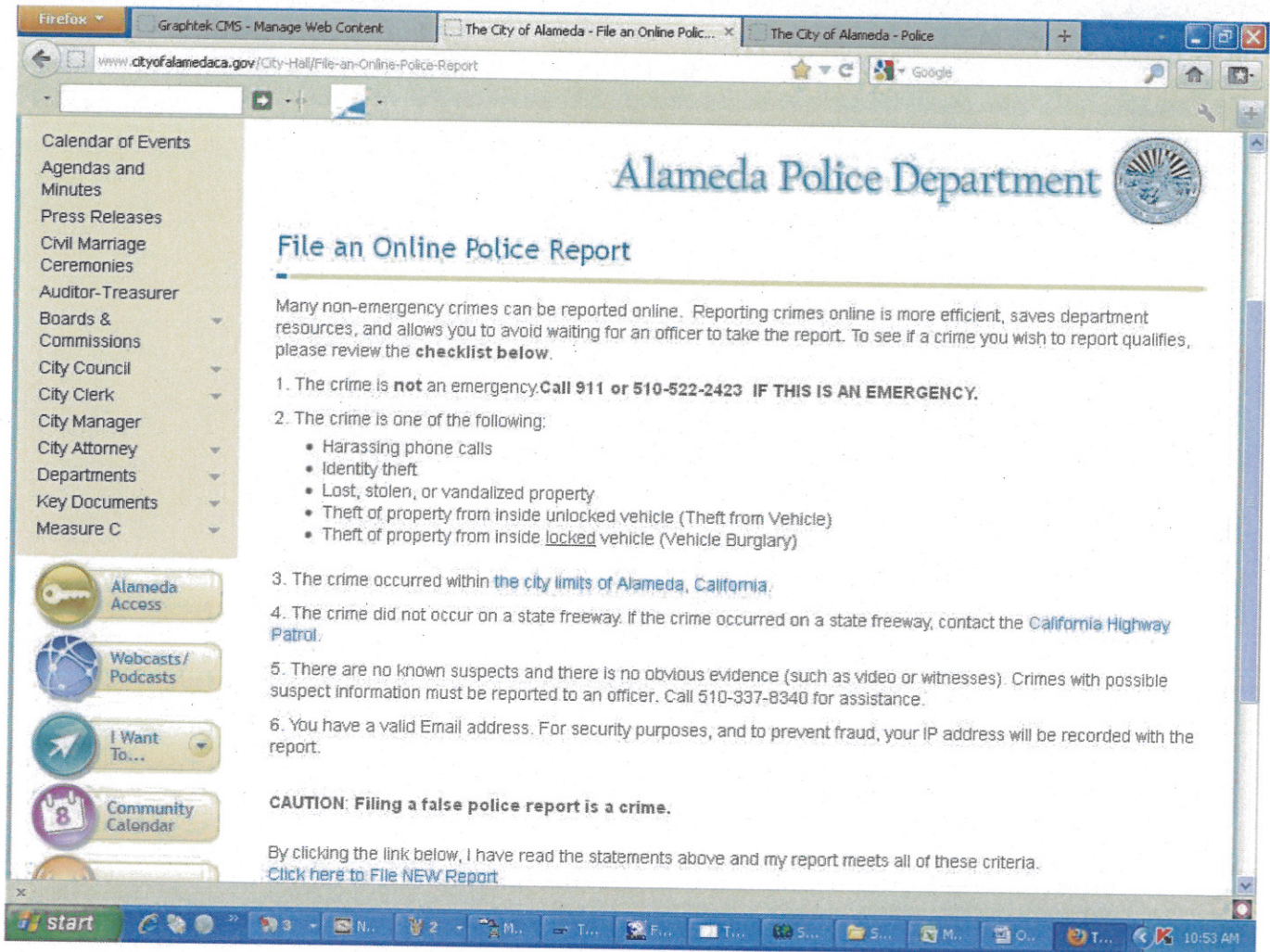
An Alameda resident may go to the Police Department website to file an online report, OR authorized personnel may offer the option of filing a police report online if the incident being reported meets all of the following criteria:

1. The crime is **not** an emergency. If the crime is in progress, has a possible suspect/witness, has property which needs to be collected (evidence, surveillance video, located property, etc.), or follow up will be required, an online report cannot be utilized.
2. The crime **is** one of the following:
 - Harassing Phone Calls (653m PC)
 - Identity Theft (530.5 PC)
 - Lost, Stolen, or Vandalized Property (misc/484/487/594 PC)
 - Theft of property from inside unlocked vehicle (484/487 PC)
 - Theft of property from inside locked vehicle (459 auto PC)
3. The crime occurred within the city limits of Alameda
4. The citizen has a VALID email address.

If the above criteria are met, the reporting party can be directed to the Police Department's website located at www.alamedapolice.org.



There, they will click **FILE ONLINE POLICE REPORT** or click the hyperlink for [File an Online Report](#). The online report process is explained on the website and all reports will be maintained by ePR via their secure, offsite servers.



Once the ePR report is submitted by the reporting party, an authorized user will log into the web-based ePR system to review the submitted online report. If the online report satisfies the criteria, the reviewer will "approve" the report. The reviewer will then draw the next APD report number, which will begin in the current year with a report number starting in the 16,000 and beyond range, (e.g. 12-16XXX). Using report numbers in this sequence will denote to police personnel it is an online report. A separate, paper log book will exist which notes what type of report was taken, if the report was "approved" or "rejected", and who approved the report. The reviewer will then respond back to the citizen via email with their report's status and provide them with their report number. The reviewer will then print out a hard copy of the online report and write the assigned report number on top. If there are items which require computer entry, this report shall be taken to dispatch for entry. After entries are made and verified, the report will be turned into the report tray. Records will then separate out the online report so the data can be entered into RMS. The hardcopy of the report will then be filed in the Records area.

If the report does not meet the criteria listed, the reviewer will "reject" the report and ePR will prompt the reviewer to respond to the submitter via email as to why the report was rejected. If the reason the report was rejected was because an officer needed to take an ARS report, the reviewer shall

contact Dispatch and have a CAD call generated so an officer can respond to take the correct report. The officer can initiate the report based off the ePR report and set a Follow Up to contact the actual reporting party as soon as practical.

RESPONSIBILITIES:

ComCen- When a person calls to report an incident, if the incident falls within the above criteria for an online report, the person should be offered the option to file their report online. If the person agrees, the call taker should point the person to the APD website. If the online report requires an entry into CLETS, the dispatcher shall make the entry when the ePR report is placed in the "Entry" tray. If a person has trouble filing an online report and calls APD, the call taker will dispatch a call for service. APD dispatchers should not provide technical support over the phone.

Administrative Sergeant:

The Admin Sergeant is responsible for reviewing all police reports filed online via ePR. Once the online report is filed, an Admin Sergeant will log into ePR's website and check the draft queue. The Admin Sergeant will review the report(s) filed online and the following circumstances may require an officer to complete an ARS report, even if the incident could qualify as an online report:

1. When a crime is in progress or has just occurred, and police presence may result in the apprehension of the suspect.
2. When police presence is likely to prevent property damage or personal injury.
3. When there is need to process or collect physical evidence.
4. When the incident requires on-the-scene preliminary investigation, i.e., for serious injury, loss items of significant value or sensitivity, and when there are investigative leads requiring immediate attention.
5. When the citizen insists on the presence of an officer.
6. If the police purpose would be better served by sending an officer to the scene to investigate, one will be sent. This decision may be made by the Admin Sergeant.

If, in the course of the report review, an investigative lead is developed, or the above criteria are met, the Admin Sergeant shall assign the online report to a patrol officer so an Automated Report System (ARS) report can be completed. The follow-up investigation for the ARS report will then be that officer's responsibility until the investigation is suspended, cleared, or unfounded.

Patrol Sergeant: Since the criteria for filing online reports is a non-priority, the Patrol Sergeant will not be responsible for reviewing ePR reports and will not have access to the ePR website. If the Patrol Sergeant comes across a printed ePR report, they will ensure the CLETS entries are verified (if applicable), and turn it into the "Previous Reports" section of the report tray located at the first floor, sergeant's desk.

Police Officers: If a person contacts a Police Officer directly and reports an incident which may be filed online, the Police Officer may offer the option to file the report via the APD website. If the Police Officer is dispatched to a call which may fit the criteria for an online report, the Police Officer shall assume the initial call taker offered the option and the Police Officer will take the appropriate documentation to resolve the incident.

Michael C. Noonan Chief of Police

Records Personnel: When the printed ePR report comes to the Records section, Records personnel will enter the required information into APD Records Management System (RMS). The printed hard copy of the ePR report and its attachments, if applicable, will then be filed into a separate file section within the Records area. Persons requesting a hard copy of their online report from APD Records will be given a copy from this filed, printed copy.



ALAMEDA POLICE DEPT.

1555 Oak Street
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TRAINING BULLETIN

**Under Aged Drinking CAD Entry &
New Radio Code**

NO:

DATE: 6/3/2015

FOR FURTHER INFO CONTACT:

Sgt. Matt McMullen

The purpose of this training bulletin is to explain a new Computer Aided Dispatch (CAD) call type and radio code, "415-P." This new code will be used to classify disturbances which involve underage drinking. It will allow us to track the frequency in which we respond to these types of calls, the locations, and the dispositions.

Regardless of how the initial call is entered into CAD by dispatch, officer(s) will respond and determine the appropriate action needed. If the call was initially classified by dispatch as anything other than "415-P" (i.e. "415N, 415J, 415F") and it is later determined that underage drinking is involved, it will be the responsibility of the officer to update dispatch to reclassify the call to "415-P." Dispatch will then update the CAD call in the computer database.

Nothing in this new procedure should influence the officer's decision to appropriately handle the call. If enforceable criminal violations are discovered, officers are encouraged to take the appropriate police action.



ALAMEDA POLICE DEPT.

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TRAINING BULLETIN

Blue Team use for incident tracking

NO: _____

FOR FURTHER INFO CONTACT:

Sergeant Agosta

DATE: 03/21/18

Background: The purpose of this Training Bulletin is to establish a procedure to ensure the proper use of Blue Team. Blue Team is a secure web based program that is used for documentation of certain incidents. Usage of Blue Team allows the digital routing of incidents through the chain of command. It also routes incident information to IAPro for statistical data collection, tracking, and analysis.

Procedure: Effective immediately, the below listed incidents will be documented utilizing the Blue Team website:

1. Firearm Discharge: Any non-training firearm discharge by an officer
2. Use of Force: Any reportable use of force
3. Vehicle Accident: Any police employee collision
4. Vehicle Pursuit: Any officer involved vehicle pursuit
5. Forced Entry: Anytime police personnel have to force entry into any location

Some calls for service may require multiple Blue Team entries such as a vehicle pursuit that ends with a use of force.

Login will be through the Blue Team website using departmental email username and password through the following web address:

Supervisor procedure: When one of the above listed reportable incidents occur, the supervisor should gather all applicable data necessary for the Blue Team entry. They shall then log in to Blue Team, choose the appropriate incident, and enter the necessary data.

Blue Team has an available "Summary" tab. The following items shall be included in the "Summary" tab:

1. Refer to report #xx-xxx for details
2. Neighborhood check: Y/N
3. Administrative interview: Y/N , who completed by, DAR or BWC recorded
4. BWC used during incident: Y/N
5. Photos: Number and disc or Evidence.com
6. Whether or not Supervisor was able to review body cam footage
7. Any additional information, training issues noted, or associated reports

Paul J. Rolleri Chief of Police

When completed, and prior to routing the incident through the appropriate chain of command, click on "Printer Friendly" and use "Microsoft print to PDF". Save PDF to the computer desktop and title it with the associated report number. Attach the PDF as necessary for command staff notification via departmental e-mail. Do not digitally attach any other files to the Blue Team entry.

Alameda Police Department



Use of force

[Incident Details](#)[Involved People](#)[Use of Force Details](#)[Attachments](#)[★ Main Menu](#)[Printer Friendly](#)

Note:

This incident has not yet been routed to your supervisor through the Chain of Command. After you are finished editing this record, be sure to forward the incident up your chain of command.

[Forward Incident »](#)

Incident Details

[Save Changes](#)

Be sure to save any changes before navigating to a different tab.

Incident Type	IA No	Case No
Use of force	(none)	<input type="text"/>
Date Received	Date of Occurrence	Time of Occurrence
* <input type="text" value="10/2/2016"/> (m/d/yyyy)	<input type="text" value="10/2/2016"/> (m/d/yyyy)	<input type="text" value="1243"/> (hhmm - 24 hour time)
* Summary of Incident (9,900 character limit)		
<div>Refer to report Neighborhood check: Admin interview: BWC used: Photos:</div>		

When the incident is completed, forward the incident via Blue Team to the appropriate Watch Commander. Also print out the ARS report, any other necessary documentation, and forward it through the normal chain of command.

Command Staff procedures: When an incident is routed to command staff through Blue Team, they will receive an e-mail notification that they have a pending incident available for review. There will be an associated link to Blue Team that can be accessed via the Blue Team website through department computers within the city network only. Currently, our Blue Team website is not accessible through mobile devices.

In Partnership With Our Community

Paul J. Rolleri Chief of Police

Once logged into the Blue Team website, review the incident to determine if any corrections need to be made. If corrections are necessary, forward the incident back to the supervisor who completed the initial entry with a note on necessary corrections.

If no corrections are necessary, approve the incident and forward it to the next person in the chain of command.

Once all command staff personnel have reviewed and approved the incident, the report shall be forwarded to Inspectional Services for transfer into the IA Pro program.



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TRAINING BULLETIN

AB 1424

NO:

FOR FURTHER INFO CONTACT:

DATE: 02/02/17

P&T

AB 1424

Background

AB 1424 is an assembly bill that went into effect January 1, 2002. It modifies the Lanterman, Petris, Short Act (LPS), which dictates involuntary mental health treatment in California.

AB 1424 requires that information about the historical course of a person's mental disorder be taken into consideration along with current circumstances when evaluating if the person meets the criteria for an involuntary hold/treatment.

This information could be from prior contacts or historical information provided from a person's family or caregivers. This new requirement was codified into 5150 W&I under section 5150.5.

Application

Police personnel should be aware of this requirement during mental health calls for service. In particular, if police personnel are presented with any paperwork labeled "AB 1424" they should be aware they are mandated to review the information and take it into consideration in their 5150 evaluation.

Additionally, if an individual is placed on an involuntary hold, the officer must forward any AB 1424 paperwork provided to them to the receiving facility (i.e. including the paperwork with the 5150 form or faxing it to the facility).



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TRAINING BULLETIN

Citizen Receipt Notice

APD Form 73E2

NO:

DATE: 04/10/17

FOR FURTHER INFO CONTACT:

Personnel & Training

Citizen Receipt Notice

The Alameda Police Department's Citizen Receipt Notice (Form APD 73E2) has been revised to be in compliance with receipt and notification requirements specified under 18255 PC and 8102 WI for confiscated firearms and other deadly weapons. These modifications will provide clarification to citizens and aid the Property Clerk in the storage, release, and disposal actions of such items.

The revisions include:

- Front page: Additional property categories with specified retrieval/disposal instructions.
- Back page: Notice of Rights on the legalities of confiscation, retrieval, and disposal of firearms and other deadly weapons.
- Triplicate: The form has three copies for distribution, designated in red on the bottom of each page (Original, Citizen, and Property Clerk). The Original should be included with the police report, the Citizen copy should be given to the citizen, and the Property Clerk copy should be routed to the Property Clerk for their management of storage, release, and disposal actions.

It is imperative that this form is utilized for confiscated weapons and documented within reports in order to provide proper notification and assist the department in their follow up actions.



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TRAINING BULLETIN

Hate Crime/ Hate Incident

NO:

FOR FURTHER INFO CONTACT:

DATE: 12/1/2017

Captain Owyang

Background: The purpose of this Training Bulletin is to establish a procedure to properly document and track investigations that are defined as Hate Crimes or Hate Incidents.

Hate Crime: A hate crime is a criminal act against a person or his/her property because of that person's real or perceived race, color, religion, nationality, country of origin, disability, gender or sexual orientation.

422.6 PC- (a) No person, whether or not acting under color of law, shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by the Constitution or laws of this state or by the Constitution or laws of the United States in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of Section 422.55.

(b) No person, whether or not acting under color of law, shall knowingly deface, damage, or destroy the real or personal property of any other person for the purpose of intimidating or interfering with the free exercise or enjoyment of any right or privilege secured to the other person by the Constitution or laws of this state or by the Constitution or laws of the United States, in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of Section 422.55

http://lib.post.ca.gov/Publications/hate_crimes.pdf

Hate Incident: *Non-criminal conduct* that is motivated by hatred or bigotry and directed at any individual, residence, house of worship, institution, or business expressly because of the victim's real or perceived race, nationality, religion, sexual orientation, gender, or disability. Hate incidents also include conduct directed against an individual or group because of their association or advocacy on behalf of a member or members of a protected class.

<https://www.mpac.org/programs/hate-crime-prevention/what-is-a-hate-crime.php>

When officers investigate these types of incidents, officers should be taking action, not asking what the victim wants done to determine action. Officers should also recognize "symbols of hate" e.g. Swastika, Hangman's Noose, Burning Cross, "WP", etc.

<https://www.adl.org/education/references/hate-symbols>

Procedure:

Communications Personnel: When an incident is reported and it is believed to be "hate related," the "Call Type" will either be a "422.6" - Hate Crime or "HATE" - Hate incident. If any call for service is later determined to be hate related by the investigating officer or sergeant, the incident will be given either a "422.6" - Hate Crime or "HATE" - Hate incident disposition. This way, if it's an IC or report, it can be captured for statistical purposes.

Sworn Personnel: Officers should confirm the "Nature of Call" is either the "422-6" Hate Crime for ALL crimes, OR "MISC-HATE" for ALL Hate incidents. (*Reminder- press "F1" button and type what crime you are looking for. It will give you choices that match what you type.)

The screenshot shows a police report software interface. At the top, there are tabs for different report types: 0 List, 1 Incident, 2 Persons, 3 Vehicle, 4 Vessel, 5 Property, 6 Modus Operandi, 7 Narrative, 8 E-Files, and 9 RCS. The 'Incident' tab is selected. Below the tabs, there are fields for Agency (APD), Report No, Supplement No (0020), Reported Date (08/12/2014), Reported Time (23:00), CAD Call No, Status, and Nature of Call (UNUSED). The 'Nature of Call' field is highlighted in yellow. Below these fields, there are fields for Location, City, ZIP Code, Rep Dist (01), Beat, Area, Assignment, Review Officer, and Solvability. A dropdown menu for 'Nature of Call' is open, showing a list of options: 11411A, 11411B, 422-6, and MISC-HATE. The 'Nature of Call' field currently contains 'HATE'. Below the dropdown menu, there is a text box with the message: 'Error: Ambiguous NATURE OF CALL (N*)'. At the bottom of the dropdown menu, there is a table with two columns: 'Key' and 'Translation'. The table contains the following rows: 11411A, HATE NOOSE; 11411B, HATE SIGN; 422-6, HATE CRIME; and MISC-HATE, MISC-HATE INCIDENT. Below the table, there is a text box with the message: 'Nature Of Call - Originally populated from CAD, the field should be modified to describe the type of report written.' At the bottom of the dropdown menu, there are buttons for 'Select', 'Edit Help', 'Clear', and 'Cancel'.

If after the report is created, frozen, or transferred; and is later determined to be hate related, a narrative needs to include "this report is being re-classified..." and the "Nature of Call" should be updated to either the "422-6" or the "MISC-HATE". If the ARS records have already been transferred, then VCU should create a new SUP stating the report is being re-classified and the proper Nature of Call should be entered. If there is BWC, the reviewing sergeant and/or VCU shall ensure the BWC is re-classed as "Felony" (Hate Crime) or "Liability to the City" (Hate Incident).

Watch Commander: After notification of a hate related incident, the watch commander should review the report to ensure it is properly coded and for clarity. The watch commander should also ensure a Sig Info is created and sent out in a timely manner per the Sig Info procedure.

Paul J. Roller Chief of Police

Records Personnel: Prior to transferring the ARS to RMS, the records employee shall ensure it is properly coded in the Nature of Call. If the ORIG or SUP is not, then the report should be unfrozen and returned to the author. If the ARS has already been transferred, then VCU should be notified so that an additional SUP can be generated to reflect re-classification.



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TRAINING BULLETIN

SB 40 and AB 1312

DV/ Sexual Assaults

NO:

DATE: 02/12/18

FOR FURTHER INFO CONTACT:

P&T

SB 40 and AB 1312

New legislative mandates for domestic violence and sexual assaults under SB 40 and AB 1312 went into effect in 2018. As a result, there are new requirements for police reporting and literature that must be given to victims.

Police Reporting

SB 40 outlines changes to domestic violence cases involving strangulation. In order for the department to comply with UCR reporting requirements, police reports must document if strangulation was a factor. Include this information in the report narrative and select the option for "strangulation" in the means of attack field when entering the victim's information.

Written Notification

The APD Resource Guide is a comprehensive collection of resources covering a wide range of topics. The guide incorporates the department's various pamphlets into one booklet for ease of access and distribution. Revisions to the guide will periodically be made to incorporate new information, including legislative updates. In the event the updates need to be distributed prior to new printings, a supplemental insert will be created for existing guides.

Future printings of the guide will include the required material under SB 40 and AB 1312. In the interim, an insert has been made to ensure our department is in compliance with the new mandates. Guides and inserts are located in the form storage room in the jail. *You must provide victims of domestic violence or sexual assault with these materials.*

The new legislation also requires that the department's written notification on sexual assault rights and resources be available in the major languages of the state. This material is currently translated in the following languages: Arabic, Armenian, Chinese, French, German, Hindi, Hmong, Japanese, Khmer, Korean, Laotian, Spanish, Persian, Portuguese, Russian, Tagalog and Vietnamese. The translated handouts are located in the "Resource Guide" folder on the G drive. Please utilize these should you have a victim whose primary language is not English. You can also use Google Translate should another language be needed.



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TRAINING BULLETIN

Blue Team Alert Procedure

NO:

DATE: 01/15/2019

FOR FURTHER INFO CONTACT:

Lieutenant J. Emmitt

Purpose

IA Pro/Blue Team is the system used to track Use of Force, Firearm Discharge, Weapon Display, Pursuits, Vehicle Collisions, and Forced Entry. When a certain number of incidents occur in a rolling 12 month period, Blue Team sends an alert notification to the Inspectional Services Sergeant. This Training Bulletin will detail what needs to be done when a Blue Team Alert is received.

Procedure

Currently, when an officer meets the threshold for Blue Team entries, an alert is sent to the Inspectional Services Sergeant. That alert is assigned to the officer's Watch Commander. The Watch Commander reviews the reason for the alert and completes a memorandum documenting their findings. The Watch Commander will notify the officer and the officer's Sergeant after the review has been completed.

The Watch Commander will make recommendations based off their findings to include, but not limited to, remedial defensive tactics training, drivers training, and other officer safety tactics. Once the memorandum has been completed, it will be forwarded to Inspectional Services for inclusion in the Blue Team alert.

Review Process

When researching the incidents, Watch Commanders should review the following: police reports, body worn camera footage, and documented counseling or training sessions connected to the incident.

When reviews are conducted for use of force incidents, the Watch Commander should give a brief synopsis of the incident and document the applications of force used by the officer.

When conducting reviews of vehicle collisions, the Watch Commander should look closely at the officer's speed and driving conditions at the time of the collision. Watch Commanders should also note who was found at fault for the collision.

When reviewing pursuits, Watch Commanders should consider the reason the pursuit was initiated, how long (time and distance) the pursuit lasted, and if the pursuit was cancelled, who cancelled the pursuit.

When reviewing forced entries, Watch Commanders should give a brief synopsis of the incident, how entry was made, and the necessity for officers to make immediate entry into the building.

The threshold limits are as follows:

Forced Entry: Three in Twelve months

Use of Force: Six in Six months

Collisions: Two in Six months

Pursuits: Three in Twelve months

The overall alert is set for any 12 incidents in a 12 month period.

Disposition of Training Issues

If any training issues are identified, the Watch Commander will determine who should provide the necessary training, which will be documented on a Personnel Report (Form APD-104). A copy of the Personnel Report and the memorandum will be forwarded to Inspectional Services for inclusion in the Blue Team alert.