



ALAMEDA POLICE DEPT.

1555 Oak Street
Alameda, CA 94501
(510) 337-8340
CA0010100

TRAINING BULLETIN

SB 40 and AB 1312

DV/ Sexual Assaults

NO: 18-01

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

Documentation of Negligent Firearm/Projectile System Discharges

NO: 18-02

DATE: 09/11/18

FOR FURTHER INFO CONTACT:

Sergeant Agosta

Background: The purpose of this Training Bulletin is to establish a procedure to ensure the proper documentation of negligent firearm discharges. This training bulletin shall also apply to kinetic energy projectile and pepper projectile systems. For further information concerning firearm discharges, please refer to Lexipol policy 312. Although proper documentation of these types of incidents is of the foremost importance, please ensure that the protections entitled to officers by the Peace Officers Procedural Bill of Rights Act (POBR) are not violated.

If a negligent discharge occurs, the supervisor may obtain a Public Safety Statement from the involved officer. Public safety information shall be limited to such things as: number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses, property damage incurred and any other pertinent information. If further information is needed, the supervisor shall advise the officer of his right to representation per Government Code 3303(i) prior to further questioning.

Procedure: Effective immediately, the below listed Firearm/Projectile System incidents will be documented:

1. While officer was on-duty and no property damage occurred
2. While officer was on-duty and property damage occurred
3. While officer was off-duty and within the city of Alameda
4. While officer was off-duty and outside the city of Alameda

Supervisor procedure: When one of the above listed reportable incidents occur, the supervisor shall gather all applicable data necessary to document the incident as described within Lexipol policy 312.

If a report is generated for a negligent discharge, the "Incident" should be listed as "Misc." and the offense should be listed as "Misc.".

Training after a negligent discharge:

Handgun: If a negligent discharge with a handgun occurs while the officer is on-duty, the officer shall be removed from duty until their weapon can be inspected and documented training can be provided by a departmental firearm instructor. If no instructor is available, the Range Master or Assistant Range Master will be contacted. They will then facilitate immediate documented firearms training prior to the officer being returned to duty.

If the officer was off-duty at the time of the incident, they shall be provided documented firearms training and have their weapon inspected prior to their return to duty.

Patrol rifle or projectile system: If a negligent discharge with a patrol rifle or projectile system occurs while the officer is on-duty, the weapon will be removed from the employee's possession for inspection. The officer may return to duty but shall not deploy that type of weapon until documented training can be provided by a departmental firearm instructor. If no instructor is immediately available, the Range Master or Assistant Range Master will facilitate documented training as soon as possible prior to the officer deploying that weapon again.

Notifications: After a negligent discharge occurs, a Blue Team entry will be completed. The incident shall be forwarded to the Watch Commander and "CC" to Command staff, Department Range Master, and Inspectional Services.



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TRAINING BULLETIN

Interagency Communications for Cross-Border Events

NO:16-02 *Update*

DATE: 02/08/16

FOR FURTHER INFO CONTACT:

Marama Williams

Policy

In an effort to enhance public safety and interagency communication, the Alameda County Chiefs of Police and Sheriffs Association has established interagency communication guidelines to be utilized during incidents that cross jurisdictional boundaries.

Definitions

EBRCS - the East Bay Regional Communications System is the radio communication system utilized by most agencies within Alameda and Contra Costa counties.

Patch - the connection of two different radio channels onto one channel for the purpose of shared transmissions.

PSAP – a Public Safety Answering Point or dispatch center.

Notifications

When incidents have the potential to cross over into other agencies' borders, notifications should be made in a timely manner and before units enter if practical. Notifications should include at least the nature of the incident, the number of officers involved, and the notifying agency should clearly communicate whether or not they need assistance. If appropriate, the notifying agency should provide contact information for the supervisor in charge of the event.

Initiating Agency

The agency in control of a pursuit or other critical incident that crosses into another jurisdiction's boundaries will retain control of the incident until the Watch Commander requests that the agency with immediate jurisdiction take control.

If both agencies agree, the initiating agency will transfer control of communications and the incident to the agency with jurisdiction.

The Watch Commander from the agency with control will determine how to manage communications from the options below.

Options

1. Ask all involved units to turn to the controlling agency's primary or designated channel (if possible).
2. Ask all involved units to move to a mutual aid channel – the controlling agency must first obtain permission from the Alameda County Sheriff's Office to use a mutual aid channel.
3. The controlling agency may patch their own channel to the mutual aid channel after obtaining permission from the Alameda County Sheriff's Office.
4. If none of the other options are viable, agencies should remain on their own channel and provide a face-to-face interface for communications at the street level, while the dispatch centers will relay updates via phone to the other PSAP.

Unified Command

1. The controlling agency should establish and utilize unified command.

Plain Speak

1. An agency operating on another's channel or on mutual aid channels should use only plain speech for their radio communications. Radio codes should be avoided to limit confusion.
2. Unit identifiers should include the agency name and an identifier assigned by the agency and normally used by that unit to identify themselves, for instance "ALAMEDA PD 2L11," to easily identify the units and the agency to which they belong.

Policy and Training

1. The Alameda County Chiefs of Police and Sheriff's Association have agreed each agency is responsible for adopting these protocols into their own policies or procedural manuals. Each agency is responsible for training their staff on the county-wide procedures as well as on agency-specific procedures.
2. The Alameda County Sheriff's Office has developed and coordinated a county-wide testing schedule.
 - Testing will occur on a monthly basis
 - Proctoring the test will rotate monthly to different agencies
 - Testing will include switching to a mutual aid channel and/or patching to a mutual aid channel

Considerations

1. Some agencies identify their compass directions differently. Direction should be clearly established using landmarks and/or street and nearest cross street. For example units traveling on E 14th Street would say “traveling on E 14th Street, from 159th Avenue towards 160th Avenue.”
2. When agencies are patched together on EBRCS and an officer needs help button is pushed, the controlling agency will receive the transmission. If unable to identify the operator, a roll call or similar tactic should be utilized to identify the officer in possible distress.
3. Switching channels during a pursuit may create an officer safety hazard; the timing of the channel switch should be considered to avoid this hazard.
4. Termination of pursuits rests with the controlling agency.
5. Supervision of the pursuit likewise rests with the controlling agency.
6. Considerations should be made by units operating in a non-standard uniform, including civilian clothes with a vest and/or undercover attire not immediately identifiable to other officers/deputies, to identify themselves as law enforcement:
 - a. Any unit who participates in a pursuit in a non-standard uniform shall advise dispatch of their own description, including physical descriptors and clothing description. Dispatch shall relay this information to all channels participating in the incident, and ensure this information is passed on to other agencies who may be involved.
 - b. Officers/deputies in non-standard uniforms shall also advise dispatch of any other information with regards to officer safety and identification, including descriptions of other units in non-standard uniforms and a description of their vehicle if using an unmarked unit.

Interagency Communications Training Plan

1. Testing the Interagency Communications plan will be done on the first Monday of each month. If there is a federal holiday the testing will be on the 2nd Monday of the month.
2. The proctor of the test will rotate on a monthly basis and will be in alphabetical order of agencies on the EBRCS system.
3. The testing times are 0800, 2000 and 0300 hours to allow each shift an opportunity to participate.
4. Prior to each test, the Proctor agency will call the on duty Alameda County Sheriff's Office Dispatch Supervisor to confirm ALCO Law 3 is available.
5. Each agency will have at least one unit switch to the ALCO Law 3 channel (APD C-12).
6. The Proctor agency will announce on the mutual channel that the testing is about to begin.
7. The Proctor agency will then patch their main channel to the mutual aid channel for a Roll Call.
8. The Proctor agency will call out each agency alphabetically. Each Agency should acknowledge the Roll Call with their Agency ID and Unit Number i.e. ALAMEDA PD 2L11.
9. The Proctor agency will complete the Alameda County Testing Roll Call form and send to Alameda County within a week of testing. Each year the testing records will be submitted to ACCPSA.
10. Once all agencies have acknowledged the Roll Call the Proctor agency will announce, "The Interagency Communications test is complete. All agencies switch back to their main channels."
11. The Proctor agency will undo the patch of their main channel to the mutual aid channel and advise the on duty ACSO Dispatch Supervisor that the mutual aid channel is clear.
12. It is recommended that each agency sets an alert on the testing day to remind the dispatchers to participate.

Only the Proctor agency will patch their main channel to ALCO Law 3. Non-proctor agencies will select ALCO Law 3 from the dispatch console or portable radio (C-12).

To patch APD1 and ALCO Law 3:

1. From the Mutual Aid folder select Patch 1 from the Msel 1/Patch 1 box
2. Select the Patch Edit icon to activate (box will turn blue)
3. Select APD 1 and ALCOLAW3

To remove patch:

1. Unselect APD1
2. Unselect ALCOLAW3
3. Select the Patch Edit icon to deactivate (box will turn gray)

The current Monthly Interagency Communication Radio Test sheets can be found in the Communications Center.

Updated 12/13/18



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TRAINING BULLETIN

**Response to 911 Hang Up Calls on
U.S. Coast Guard Island**

NO: 18-04

DATE: 12/18/18

FOR FURTHER INFO CONTACT:

Lt. Hoshmand Durani

Purpose: The purpose of this Training Bulletin is to establish a procedure to ensure the proper disposition of 911 hang up calls originating on U.S. Coast Guard (U.S.C.G.) Island.

Background: APD Communication Center has received an influx of 911 hang calls from unknown locations or disconnected phone numbers on U.S.C.G. Island, and these calls appear to be a malfunction in the U.S.C.G. phone system.

Procedure: Effective immediately, the below listed procedure will be followed **ONLY** for 911 hang up calls. The response to **ALL** other calls for service on U.S.C.G. Island will remain unchanged.

1. Upon receiving a 911 hang up call, Communication Center personnel will enter the call into CAD and generate an incident number.
2. Communication Center will notify U.S.C.G. security dispatch center at 510-437-3151 and ask for security to respond to the 911 hang up. Note: U.S.C.G. Island has an armed private security firm, Linxx Global Solutions, on-duty and on U.S.C.G. Island 24-7.
3. The U.S.C.G. security team will respond to the 911 hang up; however, they will **NOT** re-contact APD unless there is a specific need for police involvement.
4. Communication Center will close the incident as handled by U.S.C.G. security.



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TRAINING BULLETIN

Supplemental Firearm Form Crime Gun Entries (73-F)

NO: 08-02

DATE: 10/29/08

Updated: 10/17/19

FOR FURTHER INFO CONTACT:

Marama Williams

The Supplemental Firearm Form (73-F) is required for documenting all firearms and facilitating their entry into CLETS. The fields in the upper portion of the 73-F (Gun Entry Data) are mandatory for every gun report taken, even if the gun is not in our possession. Penal Code section 11108.3 defines a crime gun and states that local law enforcement agencies shall report to DOJ the seizure of firearms that have been used in a crime; are suspected of being used in a crime, or are illegally possessed. This includes guns used in suicides, attempted suicides and found guns, in which case, the form in its entirety needs to be completed. The officer placing the firearm into evidence shall complete this form. The form shall be attached to the original report and forwarded to Dispatch for computer entry. Capitalized data codes within () are required. See below for explanation of all fields. For further explanation; refer to CJIS Manual/DOJ Information Bulletin No. 2004-FD-03.

ALAMEDA POLICE DEPARTMENT SUPPLEMENTAL FIREARM FORM

Gun Entry Data

Date (DOT) Date firearm was lost, stolen, found, recovered, destroyed, etc.

Report Number (OCA) Our department report number (e.g., 19-01234)

Serial Number (SER) Serial number of the firearm, no spaces or special characters. May use "Obliterated" if serial number scratched off, "2Antique" if antique firearm without a serial number

Make (MAK) Brand or make of firearm or the country of origin

Type (TYP) Valid CJIS/NCIC code for firearm type (e.g., Pistol, Rifle, Shotgun, etc.)

Document Code (DCD) Code for the type of record being entered (e.g., Evidence, Found, Lost, Stolen, Safekeeping, Under Observation, etc.)

Model (MOD) Model of firearm

Caliber (CAL) Caliber of firearm

Barrel Length (BBL) Barrel length of firearm

Category (CAT) NCIC gun category (e.g., Revolver, Semi-auto, Bolt Action, Double Barrel, Single shot, etc.)

Color (COL) Color of firearm (entered first in MIS field during data entry)

Miscellaneous (MIS) Further details describing firearm

Crime Gun Entry Data

Crime Gun? (CGR) Yes or No (circle one)

Illegally possessed? (IPW) Yes or No (circle one)

Weapon reported stolen? (WPA) Yes or No (circle one)

NCIC Offense Code (OFF) Original offense associated with the firearm (See “Uniform Offense Codes” Part 7 CJIS Manual located in Com-Cen)

Officer’s Name (OFN) Recovery Officer’s Name (Last, First)

County of Occurrence (COT) County where firearm recovered (e.g., Alameda County = 01)

City of Occurrence (CTY) City where firearm recovered

Importer (IMP) Name of the importer of firearm – Required on imported firearms

Recovery Street Number (rsb) Street number of where firearm was recovered

Recovery Pre-direction (rpd) Used to identify the direction of the street where firearm was recovered if applicable (e.g., NW for Northwest)

Recovery Street Name (rsn) Street name of where firearm was recovered

Recovery Street Suffix (rss) Code to identify street address where firearm was recovered (e.g., DR for Drive, BL for Boulevard, ST for Street)

Recovery Route Number (rrn) Rural route delivery location where firearm was recovered if applicable (used infrequently in our surrounding counties)

Recovery Apartment Number (ran) Apartment number of the recovery address if applicable

Recovery Zip Code (rzp) Address zip code where firearm was recovered

Possessor/Suspect Name (nam) Name of the possessor or suspect of firearm (e.g., Last, First Mi)

Possessor/Suspect Date of Birth (dob) Date of birth of the possessor or suspect of firearm (YYYYMMDD)

Possessor/Suspect CDL/ID Number (oln) CA driver's license or identification number of the possessor or suspect. *Driver's license number from other states must be entered as an MNU

Possessor/Suspect Street Number (ssb) Street number where the possessor or suspect lives

Possessor/Suspect Pre-direction (spd) Used to identify the direction of the street where the possessor or suspect lives if applicable (e.g., NW for Northwest)

Possessor/Suspect Street Name (ssn) Street name of where the possessor or suspect lives

Possessor/Suspect Street Suffix (sss) Code to identify street address where the possessor or suspect lives (e.g., DR for Drive, BL for Boulevard, ST for Street)

Possessor/Suspect Route Number (srn) Rural route delivery location where the possessor or suspect lives if applicable (used infrequently in our surrounding counties)

Possessor/Suspect Apartment Number (san) Apartment number of the possessor or suspect's address if applicable

Possessor/Suspect City (sty) City where the possessor or suspect lives

Possessor/Suspect State (sst) State where the possessor or suspect lives

Possessor/Suspect Zip Code (szp) Address zip code for the possessor or suspect

FREQUENTLY USED NCIC OFFENSE CODES			COMMON GUN MAKES	
PC Section	Offense	NCIC Code	Brand	NCIC Code
211	Robbery - Street	1204	Beretta (Italy)	BER
211	Robbery of Comm. Business	1201	Beretta (USA)	FII
245	ADW - Firearm	1304	Browning Arms	BRO
246.3	Discharge Firearm	5213	Caspian Arms Ltd.	CSC
261	Rape involving Firearm	1101	Charter Arms	CSC
273.5	Spousal Abuse/DV	3803	Colt	CLT
243(e)	Domestic Violence	3899	Glock	GLC
496	Receive Stolen Property	2803	Heckler & Koch	HEC
496	Possess Stolen Property	2804	Mossberg	MOS
3056	Parole Violation	5011	Para Ordinance	POD
12021	Possess Firearm	5212	Remington Arms Co.	REM
11350(a) HS	Cocaine - Possession	3532	Ruger/Strum	SR
11351.5 HS	Cocaine- Poss. for Sales	3530	Savage Arms	SAV
11357 HS	Marijuana - Possession	3562	Sig Arms/Sig Sauer	SSS
11358 HS	Marijuana Production	3563	Smith & Wesson	SW
11359 HS	Marijuana - Poss. for Sales	3560	Springfield Armory	SPH
11377 HS	Meth - Possession	3572	Springfield Arms	SPR
11379 HS	Meth - Sales	3570	Star Arms	STA
Suicide	Suicide	0914	Taurus	TAS
Att. Suicide	Suicide - Attempted	0915	Walther	WAL
FPROP	Found Firearm	0098	Winchester	WIN



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TRAINING BULLETIN

Warning Citations

NO: 20-01

DATE: 3/31/2020

FOR FURTHER INFO CONTACT:

Lieutenant McMullen

Effective April 1, 2020, the Alameda Police Department will begin using warning citations (example attached). The purpose of the warning citation is not to replace the formal citation but supplement the options officers have to help educate the public to gain compliance and cooperation. These citations should be used to clear infraction detentions when a formal citation processed through the Superior Court is not desired. This procedural addition will result in a change from previous radio transmissions used to clear traffic stops and other citations. The process will allow for more formalized enforcement during calls where officer discretion is permitted. Warning citations should not be issued for misdemeanor crimes unless specific instruction from the Chief of Police.

The citation should be filled out entirely using the most factual information available. All observed violations for which the person was stopped should be noted on the citation. For example, if a vehicle is observed making an unsafe lane change and the vehicle has an inoperable taillight; both violations should be listed on the warning. Traffic stops, or other calls where a warning citation is issued, should be cleared by "909 cite." The violator will be given the white copy of the citation while the blue copy of the warning will be turned into the citation box by the end of the officer's shift for processing by Records Personnel.

This new process should eliminate the use of verbal warnings. There may be incidents where completing a written warning citation would unreasonably delay the officer from responding to a priority call. In these cases, a verbal warning may be utilized, however, the reason for giving a verbal warning must be later justified to the field supervisor.

The warning citations books are serialized and must be checked out using the same process of formalized citations. Canceling or amending a warning citation will follow the same process as if it were a formal citation, less the court notification. Warning citations are official documents and will be completed with the same accuracy as any other citation or police report. Falsifying these citations exposes an officer to the equal liability of falsifying any other official document.

Issuing warning citations will provide a better mechanism for the Alameda Police Department to track traffic enforcement data and it will allow officers to use broad discretion on which type of citation to issue.



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TRAINING BULLETIN

Gun Violence Restraining Orders

NO: 19-04

DATE: 09-10-2019

FOR FURTHER INFO CONTACT:

Lt. Wayland Gee

Purpose

The purpose of this Training Bulletin is to familiarize officers with the Gun Violence Restraining Order (GVRO) and the process to obtain a Temporary Emergency GVRO in Alameda County.

Definition

Gun Violence Restraining Order (GVRO) – According to the Penal Code, “*an order, in writing, signed by the court, prohibiting and enjoining a named person from having in his or her custody or control, owning, purchasing, possessing, or receiving any firearms or ammunition.*”

GVRO's are defined in § 18100 – 18205 of the Penal Code. These laws allow law enforcement or family / household members to petition a Superior Court judge to order the temporary or permanent removal of firearms and ammunition from a person who is believed to pose an immediate and present danger to themselves or others by having the firearm or ammunition in their possession or control.

There are three types of Gun Violence Restraining Orders. They include the **Temporary Emergency GVRO**, which can only be obtained by law enforcement (most likely petitioned for telephonically at the scene of an emergency and issued orally by the Superior Court judge), the **Ex Parte GVRO**, which can be petitioned for by family / household members or law enforcement by filing paperwork with the Superior Court clerk during normal court hours, and the **GVRO Issued After Notice and Hearing**, which is a permanent order lasting up to one year that is issued during court proceedings. The Temporary Emergency GVRO and the Ex Parte GVRO last for no more than 21 days and are issued with a scheduled hearing within that time frame.

Background

In May 2014, just days after a killing spree that occurred in the Isla Vista community near UC Santa Barbara resulting in seven dead and fourteen injured, Assemblywoman Nancy Skinner

introduced Assembly Bill 1014 to California legislators. Within four months, this measure was adopted and became California's gun violence prevention law. It became effective January 1, 2016 and was the first such law in the country to allow family / household members to petition for Gun Violence Restraining Orders.

Procedure

The City Attorney's Office will be handling petitions for the Ex Parte GVRO on behalf of the police department. In addition, a representative from the City Attorney's Office will attend all GVRO hearings on behalf of the members of the police department. Therefore, officers should only need to be familiar with the procedure for obtaining the Temporary Emergency GVRO.

Temporary Emergency GVRO (§18125 – 18148 PC) - When time and / or circumstances prevent the normal filing of a petition for an Ex Parte GVRO, an officer may obtain a Temporary Emergency GVRO by making a verbal request to a Superior Court judge. During normal court hours, an officer can make this verbal request by visiting a judge at the Wiley W. Manuel courthouse in a procedure similar to obtaining a judge's signature for a search or arrest warrant. Outside of normal court hours, the officer must make the request to an on-call Superior Court judge telephonically in a procedure similar to obtaining a domestic violence emergency protective order. An on-call judge can be reached through the Alameda County Sheriff's Office Emergency Services Dispatch. In either case, the officer must orally present sufficient details from the circumstances to satisfy the conditions set forth in §18125(a)(1) & (2) PC, and explain why they believe reasonable grounds exist for the judge to issue a Temporary Emergency GVRO.

Once the Temporary Emergency GVRO is granted, the officer **must** memorialize the order on form [EPO-002 Gun Violence Emergency Protective Order](#) with the information provided by the judge. It is recommended that the officer complete parts 1, 2 & 6 of this form with as much case information as possible prior to speaking to the judge. Parts 3, 4 & 5 of this form will be completed while speaking to the judge, while part 7 and the Proof of Service section will be completed once the order is served. The original completed form should be kept as an attachment to the police report. A copy **must** be given to the restrained party when served. A second copy **must** be forwarded via Alameda County Messenger Service, QIC code 50608, to the Clerk's Office at the Hayward Hall of Justice before the next business day for hearing scheduling, as all civil restraining order hearings in Alameda County are heard at this courthouse only. A hearing will then be scheduled to occur before the expiration date indicated in part 3 of the order, no more than 21 days away, to determine if the Temporary Emergency GVRO should expire or be replaced with either an Ex Parte GVRO for an additional 21 days, or a GVRO Issued After Notice and Hearing for a longer period up to one year. The restrained party and the petitioning officer will be given notice to attend the hearing. Although not indicated anywhere on the current version of form [EPO-002 Gun Violence Emergency Protective Order](#), the address of the restrained party must be included in order for the court to properly notify the restrained party of the hearing date and time. Lastly, the officer **must** ensure that the order is entered into the California Restraining and Protective Order System (CARPOS) via CLETS within one business day of service.

Copies of the served order, police report, and any other documents related to this incident must be forwarded to the City Attorney's Office before the officer's end of shift. A staff member from the City Attorney's Office will represent the police department and attend the scheduled hearing in place of the petitioning officer. GVRO hearing notices received at the police department from the courthouse shall be forwarded directly to the City Attorney's Office.

Serving a GVRO - Officers who have obtained a Temporary Emergency GVRO or assigned the service of an Ex Parte GVRO are required to serve the restrained party if they can reasonably be located. During service, the officer is required to give a copy of the order to the restrained party and verbally ask if they have any firearms, ammunition, or magazines in their possession or under their custody or control. The officer must order the restrained party to immediately surrender all firearms and ammunition and then issue a receipt to the restrained party for all firearms and ammunition that was surrendered or seized. Officers with an Ex Parte GVRO have the additional requirements of informing the restrained party of the scheduled hearing via form [GV-109 Notice of Court Hearing](#), and completing form [GV-200 Proof of Personal Service](#). Both of these forms should be filed with the court clerk immediately after service.

Per §18250 PC, during the service of a GVRO, the officer shall take temporary custody of any firearms in plain sight or discovered pursuant to a lawful search. If no firearms and ammunition are surrendered after the GVRO is served, the restrained party should be advised of §18205 PC which states that it is a misdemeanor for a person to possess or own firearms or ammunition knowing that they are prohibited by a GVRO, and upon conviction, adds five years to the prohibited timeframe. The officer may then attempt to obtain consent to search. If the restrained party refuses, the officer may follow with obtaining a search warrant for the firearms and ammunition pursuant to §1524(a)(14) PC.

The information in this Training Bulletin was shared with the Alameda City Attorney's Office, the Alameda County Superior Court Clerk's Office, and the Family Court Services / Civil Division of the Alameda County Superior Court. Since the GVRO laws became effective in 2016, there have been no petitions for the Temporary Emergency GVRO in Alameda County. Therefore, there has been no established official procedure for obtaining the Temporary Emergency GVRO in the Alameda County court system. The procedure outlined above was derived from recommended and best practices from other county superior court systems in California. Although this procedure was reviewed by the Alameda County court system, it has not been adopted by the courts as of the date of this bulletin, and may be subject to change.

PDF templates of all judicial forms referenced in this TB are available in multiple languages at: <https://www.courts.ca.gov/forms.htm?filter=GVP>



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TRAINING BULLETIN

DUI Form

NO: 20-02

FOR FURTHER INFO CONTACT:

DATE: 10/28/20

Lieutenant Tsujimoto

Effective October 28, 2020, 2020, the Alameda Police Department will use a new DUI form. The new form is intended to simplify the documentation process during a DUI investigation and provide the officer with an effective method to accurately take notes during Standardized Field Sobriety Tests (SFSTs).

Objective Symptoms/Appearance:

This section should be completed according to the evaluation officer's observations. Boxes should be checked when applicable. Although pulse rates and pupil sizes can be measured during a DUI investigation, they are strongly recommended if there is a suspicion the subject's impairment involves substances other than alcohol.

Preliminary Questions:

Questions should be asked in order (left to right, top to bottom) and are important when determining a subject's ability to participate in SFSTs. Written answers should be succinct and precise. If a detailed explanation for a specific answer is needed, it should be noted in the report narrative.

Standardized Field Sobriety Tests:

SFSTs should be administered under ideal conditions; however, it is understood field conditions will not always allow this. Even when SFTSs are administered under less than ideal conditions, they will generally serve as valid indicators of impairment. Slight variations from ideal conditions (e.g. a perfectly smooth surface on a sidewalk) may have some effect on the evidentiary weight; however, this does not necessarily make the SFSTs invalid.

SFSTs should be performed in the order displayed on the DUI form:

Horizontal Gaze Nystagmus (HGN): Checkboxes correspond with the total possible validated clues and should simply be checked; no explanation in writing

is needed. For example, if the subject has an angle of onset prior to 45 degrees, the actual angle of onset should not be noted on the form. Although the correlating BAC associated with the angle of onset is a valuable indicator, the validated clue is the onset prior to the 45 degrees.

Walk-and-Turn: Note taking for this test should be the same process for the National Highway Traffic Safety Administration (NHTSA). If pertinent indicators other than the eight validated clues are observed, they should be documented in the “Notes” section below the Walk-and-Turn diagram.

One-Leg Stand: Similar to the HGN section, this section should be completed using the appropriate checkboxes when applicable. The validated clues are aligned in order, consistent with NHTSA standards. If a validated clue is observed more than once, it should be noted in the report narrative, at the discretion of the evaluating officer.

Instructions:

Instructions for the Walk-and-Turn and One-Leg Stand are outlined in NHTSA standards and offer the evaluating officer the ability to read the literature verbatim as the test are being demonstrated. NHTSA guidelines for standardized explanations/demonstrations for the tests are still required.

Preliminary Alcohol Screening (PAS) Device:

Complete this section if applicable. Times should be noted in the 2400 hour format and results in .BAC%. The serial section should list the serial number for the PAS Device used.



ALAMEDA POLICE DEPT.

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TRAINING BULLETIN

**Workers Compensation Paperwork
Completion and Workflow**

NO: 21-01

DATE: 2/9/2021

FOR FURTHER INFO CONTACT:

Captain Jeff Emmitt

The purpose of this Training Bulletin is to establish guidelines and provide direction on how to complete workers compensation paperwork and how that paperwork is forwarded through the Police Department, Risk Management, Human Resources, and the City's third party administrator.

Background

The COVID-19 pandemic has increased the number of workers compensation claims and brought to light some deficiencies with our current process. The need to have all workers compensation claims handled efficiently and have one point of contact for outside department inquiries will hopefully increase our ability to track these claims and be more responsive to the employee.

New Procedure

Workers compensation claims are injuries sustained by an employee while on duty during the course of their assigned duties. In most cases, employees who are injured away from work, or off duty, are not entitled to workers compensation claims.

A work related injury as defined by the California Department of Industrial Relations: You must consider an injury or illness to meet the general recording criteria, and therefore to be recordable, if it results in any of the following as detailed in OPRL Title 8, Chapter 7, section 14300.7 subsections (b) (2) through (b) (6) of this section: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness. You must also consider a case to meet the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional as detailed in subsection (b) (7) of this section, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness. (https://www.dir.ca.gov/t8/14300_7.html)

When an employee reports a work related injury that meets the criteria listed above to a supervisor, that supervisor shall provide the injured employee with a Workers Compensation Claim Form and Notice of Potential Eligibility (DWC-1) within 24 hours of the reported injury.

Randy J. Fenn Chief of Police

The supervisor does not need to complete any portion of the DWC-1 form at that time. The supervisor will provide the injured employee with a City of Alameda Employee Injury Form and have the employee complete their sections. The supervisor will complete the rest of the form.

Within 5 days, the supervisor will also complete a State of California Employer's Report of Occupational Injury or Illness Form (5020) utilizing the Sedgwick website (<https://intake.sedgwick.com/u/cityofalameda/intake>)

The supervisor will notify the injured employee's Division Commander, the Technical Services Division Commander, if not the same, and the Personnel and Training Unit Supervisor. Please use the department email system to make this notification. If the injured employee does not return a completed DWC-1 form, the initial reporting supervisor has completed their reporting obligations. If the injured employee returns a completed DWC-1 form, the supervisor will fill in the bottom portion of the DWC-1 form and complete APD-227 form. These forms, along with the City of Alameda Employee Injury Form, are then routed to the Personnel and Training Supervisor.

The Personnel and Training Supervisor will route these forms to the following City Departments and outside entities; Risk Management, Human Resources, and the City's third party administrator. The Personnel and Training Unit Supervisor will also notify the following APD personnel; the injured employee's direct supervisor, watch commander, Technical Services Watch Commander, the injured employee's bureau commander, the Chief of Police Executive Assistant, and the Investigations Division Assistant. All of these notifications shall be made utilizing the department's email system.

The Personnel and Training Unit Supervisor will maintain a list of all injured department employees which, at minimum, will track the following information; injured employee's name, DWC-1 form, 5020 form, City of Alameda Employee Injury Form, APD-227 form, any submitted medical notes, injured employee's next scheduled medical visit, injured employee's anticipated return to full duty status, and the date paperwork was sent to Risk Management, Human Resources, and the City's third party administrator.

The Personnel and Training Unit Supervisor will be the single point of contact for communications related to the injured employee with other City departments and the City's third party administrator. They will also keep the injured employees chain of command updated on their progress and anticipated return to work status. The Chief of Police Executive Assistant and Investigations Division Assistant will be informed of the injured employee's status for timesheet tracking purposes. Timesheets for injured employees will be completed and signed by the Personnel and Training Supervisor. In the Personnel and Training Unit Supervisors absence, the Technical Services Division Commander will assume this role.

When an injured employee returns to full duty status and no further claim is pursued, the injured employees assigned watch commander will convene an Accident/Injury Review Board. The employees watch commander will be notified by the Personnel and Training Supervisor. The employees watch commander will be responsible for gathering all documents needed for the review board. Those findings will be routed through the chain of command and eventually to the Personnel and Training Unit Supervisor.

COVID-19

If the injured employee's illness/injury is COVID -19 related, the supervisor will provide the employee with a DWC-1 form, but will not complete a 5020 form unless the employee returns a completed DWC-1 form. The supervisor will also complete the City Alameda COVID-19 exposure form, ensuring to gather information that can assist department staff with contact tracing. All positive tests must be reported to Risk Management within three days, and within three business days to the City's third party administrator. COVID-19 test results should be routed through the Personnel and Training Supervisor. The same notifications and routing will apply to COVID-19 illnesses/injuries.

Form Changes:

Effective immediately, the Workers Compensation Injury Cover Sheet (APD-227(12/20)) will replace form APD-226 (Rev. 06/2018), Accident/Casualty-Police Personnel.

Attachments:

DWC-1

City of Alameda Employee Injury Form

APD Cover Sheet (APD-227 (12/20))

City of Alameda COVID-19 Exposure Form



ALAMEDA POLICE DEPT.
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TRAINING BULLETIN

Department Use of Social Media Platforms

NO: 21-03

DATE: 4/01/2021

FOR FURTHER INFO CONTACT:

Captain Jeff Emmitt

The purpose of this Training Bulletin is to provide further direction to APD employees who are authorized to post on APD's social media platforms.

Background

Recently, there has been discussion regarding the use of APD's social media platforms. Policy 391-Department/Office Use of Social Media provides overall direction to employees who are authorized to post to our social media accounts. APD's social media platforms' goal is to provide the public with practical information regarding services, issues, investigations, and other relevant events. The updated procedure is not replacing our current Social Media Policy. The Training Bulletin is an operational guide to assist those authorized to post to our platforms.

New Procedure

ALAMEDA PD MEDIA TEAM MISSION STATEMENT

Our mission is to educate our community about the various duties and services provided by the Alameda Police Department (APD). Through transparent engagement on our social media platforms, we are providing a clearer understanding of our department with the intent of creating a stronger and collaborative relationship with our community. By growing our social media platforms, we want to better educate, inform, and engage our community about impending emergencies, crime prevention, traffic safety, and events that impact their lives.

PLATFORMS

Facebook

Twitter

Instagram

YouTube

Nextdoor

BRAND GUIDELINES AND CONFIDENTIALITY

- Only use photos/videos of minors with parental consent on positive stories.
- All posts should reflect the values of APD and represent APD as a whole.
- Booking photos of those who have been arrested will not be posted. Booking photos may only to be used in cases of searching for a missing individual, sex crimes suspect, or wanted suspects, when there is a compelling public safety reason for doing so.

TEAM GUIDELINES

- Recruit media team members from APD (patrol, dispatch, community policing, specialty units).
- Contributors should attend the bi-monthly social media meeting to review social media post performance, generate and contribute ideas, learn the latest social media trends, and discuss what events are being covered in the upcoming month and best platforms to showcase events.

GUIDELINES FOR SOCIAL MEDIA POSTS

- Team members will attend bi-monthly communications meetings to review posts, collaborate, and brainstorm ideas.
- During meetings, members will be assigned social media posts with clear deadlines.
- Once a post is assigned, it is the responsibility of the assigned staff member to coordinate, gather content, write post, and post the content on assigned platform.
- If a team member cannot fulfill their assignment, the team member must give notice to the Public Information Officer/team lead.
- It is the team member's responsibility to communicate the progress of their assignment.
- The Social Media Planner will be distributed to team members every month summarizing assignments.

WHAT MAKES GOOD SOCIAL MEDIA CONTENT?

- Highlight positive stories with the goal of humanizing.
- Tell a story. Keep it conversational, precise, thank the community, a call to action.
- Show the work APD does.
- Show how officers interact with community.
- Use photos and videos with each post.
- Behind-the-scenes posts.
- Don't wait for a crisis.
- Post original/authentic content.

BEST PRACTICES FOR SOCIAL MEDIA

- Content goals: 1/3 events, 1/3 crime-related (including crime prevention and traffic safety tips), 1/3 feature stories.
- Who APD should follow: influencers (news organizations, stakeholders), groups that do business with the City of Alameda (COA) or APD. (Generally, individuals will not be followed except when necessary to engage in an exchange of messages/information.)
- Always remember it's not about "you," but the community "you" serve.
- Keep posts short and concise.
- Write conversationally. Think about how one would explain a tough topic to a friend or family member. Ask oneself, "Why would they care?"
- When appropriate, use emojis and have fun.
- Hashtag for branding and to join broader social media conversations.
- Always post with a visual: pictures or video.
- When in doubt, contact Cole Pro Media advisors.

ETIQUETTE AND ENGAGEMENT

- Be respectful of the audience.
- Contributor should respond to all comments the first time.
- A potential response to a positive comment: "Thank you, Kathy. We appreciate the support."
- Response to negative comment: "Thank you for letting us know, Kathy. We'll look into it." or "Thank you for your comment, Kathy. Please call xxx for more information."
- Comments may be blocked, hidden or deleted if they fall into one of the following categories: obscenity as defined by the California Penal Code, Criminal threats as defined by the California Penal Code, illegal activities, links to malware, encouraging hate crimes as defined by the California Penal Code.

Attachments:
APD Policy 391-Department/Office Use of Social Media



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TRAINING BULLETIN

Police Report Preamble

NO: 22-03

DATE: 9/28/22

FOR FURTHER INFO CONTACT:

Lieutenant J. Crossley

The purpose of this Training Bulletin is to establish a uniformed preamble that precedes all police reports and supplemental reports.

Effective immediately, there will be a two line preamble required at the beginning of all police reports and supplemental reports. The two line preamble will be as follows:

I **did / did not** use force or observe any use of force in this incident.

I **did / did not** collect evidence and/or property in this incident.

Use of Force means any reportable use of force per Use of Force policy 300.

Evidence/Property means any evidence or property collected, up to and including photographs and recordings uploaded to Evidence.com. BWC recordings of the incidents themselves do not need to be included, as there already is a drop down box for that in RIMS.

Note: This procedure does not apply to supplemental reports created by Comcen personnel for CAD entries/removals.



ALAMEDA POLICE DEPT.
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TRAINING BULLETIN

**Cell Phone Evidence
Ramsey Box
Faraday Bags**

NO: 21-02

DATE: 3/3/2021

FOR FURTHER INFO CONTACT:

Officer Adam DiGiusto

Mobile devices have become an integral part of today's society. As such, forensic practitioners understand these devices are prone for criminal use. As technology is ever changing, with new devices, software and methods of anti-forensics arising daily, we face the constant challenge of keeping up-to-date with new handling methods. This bulletin intends to provide a step-by-step guideline for the officer who seizes a cell phone for the purpose of extracting data held within.

Seizure

1. Once it has been determined a cell phone may contain evidence of a crime, be sure to secure and control the area containing the cell phone by cordoning off the area. Do not allow others to interact with the cellphone(s). Your chain of custody starts now.
2. If possible, take a photograph of the cell phone in the condition you found it. Be sure to start your photos from a distance to best capture the scene. As you get closer to the phone, take note as to what is on the screen and document all items in your police report. These items could be critical, as email addresses, social media names, etc. are often seen on a locked screen.
3. If the cell phone is on, keep it on. Seize cables, chargers, etc. as these may assist the inquiry and minimize the delays in any examination.
4. While still on scene, place the phone in a Faraday Bag which can be found in the patrol Sergeant's office. The Faraday bag blocks signals to the phone in an effort to safeguard against a remote wipe. Open the hook and loop fastener (similar to Velcro), place the phone inside the bag, then close the hook and loop fastener.

Transport and Securing the Cell Phone

1. Transport the phone to the Alameda Police Department, enter it into RIMS, and print tag. Place the Faraday bag and any charging cables in the Ramsey box located on the north wall. Plug the charging cable in. At this point, DO NOT plug the phone in yet! Close the box and secure it with the two front latches. Now, the phone is protected from a remote wipe.
2. Using the Ramsey gloves, remove the cell phone from the Faraday bag and plug it in to its charging cable. Standard Apple and Android cables are available to use in the Ramsey box, if needed. Leave the Faraday bag inside the locked Ramsey box.

Notification

Prior to notification to a Forensic Examiner/Investigations Division Supervisor, ensure you have the legal authority to search the cell phone. Such authorities include:

- * Search warrant
- * Consent
- * Probation or Parole
- * Abandoned property

If a search warrant has been granted, place a copy of the search warrant into the Investigation Division Supervisor Mailbox and upload a copy to Evidence.com.

If consent has been granted, ensure a consent form has been signed AND be sure the owner of the phone has the ability and means to rescind consent at any time (part of the parameters of a consent search). Ensure the Investigation's Division is provided with the current contact information for the person who has given consent to the search to allow the Investigations Division

If the phone belongs to a suspect who is on parole or has probation conditions to allow a search of a cell phone, print out those conditions and place them next to the Ramsey box. Also, indicate how you know the seized phone belongs to the parolee/probationer.

A search warrant is not needed to conduct a search of an abandoned phone.

Once one of the above requirements have been met, contact your Forensic Examiner to advise him/ her an extraction is needed.

All actions taken to collect and book a cell phone shall be documented in an official police report.



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TRAINING BULLETIN

CLETS Entry/Review Procedure

NO: 23-01

FOR FURTHER INFO CONTACT:

DATE: 1/17/23

Marama Williams

This training bulletin aims to detail changes to the CLETS Entry/Review Procedure. The Communications Center is now responsible for completing paperless entry, review, and attachment of all CLETS transactions into the RIMS system. The revised process eliminates most printed paperwork and improves the tracking of CLETS entries.

New Procedure

1. Dispatcher completes transaction and starts the review process:
 - From the state message, click on Review / Title
 - Mark transaction as Requires Review
 - Return to Page 1, Enter (transaction now displays as 1 Review at all workstations)
2. Reviewing Dispatcher selects the 1 Review message to start the approval process:
 - Click on Rewiew Log, open pending transaction
 - Compare transaction to the case, incident, registration, etc.

If Entry is **CORRECT**:

- Click on Review / Title
- Enter badge number in Reviewed By
- Tab to automatically enter the Reviewed Date/Time
- Return to Page 1, Enter
- Attach transaction to Case or Incident, include comment describing item (e.g., SVS TOW ENTRY)
- If a review is closed before the attachment is completed, use F8 to retrieve the transaction from the Historical Review Log and select the Attach button at the bottom of the page.

If Entry **REQUIRES CORRECTION**:

- Click on Review / Title
- Enter badge number in Reviewed By
- Tab to automatically enter the Reviewed Date/Time
- Mark transaction as Requires Correction, note required correction in Comment
- Return to Page 1, Enter
- Notify dispatcher of pending correction, dispatcher proceeds to Step 3

3. Dispatcher makes correction and starts the review process over:

- Enter badge number in Corrected By
- Detail correction made in Comment (e.g., LIC YEAR MODIFIED)
- Return to Page 1, Enter (initial review now closed)
- Mark MODIFY transaction as Requires Review
- Re-run item, mark corrected transaction as Requires Review, approval process starts over

Attachments

1. Label attachments by system (ABS, AFS, APS, MPS, SVS)
2. Label attachments by transaction type (ENTRY, CANCEL, CLEAR, LOCATE, MODIFY)
3. Overwrite existing attachment when replacing with a corrected transaction

Online Reports

1. Patrol Supervisor - Approve and forward printed online report to Records for transfer to RIMS and RIMS case number assignment (forward reports with lost/stolen plates to ComCen without delay)
2. Records - Forward printed report to Communications Center for entry
3. Dispatcher - Complete entry and write badge number next to item entered
4. Reviewing Dispatcher - Attach approved entry to Case and return report to Records

Patrol Supervisor Report Review

1. Retrieve any associated paperwork from the Communications Center
2. Review report
3. View completed CLETS transactions in the Attachments tab of the Case
4. Notify Communications Center of any outstanding CLETS transactions or discrepancies
5. Approve report when all required CLETS transactions have been verified

Stolen Vehicle System (SVS)

TOWED VEHICLE

1. Complete entry and record vehicle in the Tow/Repo Log
2. Note log entry and badge number on the bottom of the CHP 180 (e.g., TOW LOG #600)
3. Attach approved transaction to Case or Incident

PRIVATE PROPERTY TOW

1. Complete entry and record vehicle in the Tow/Repo Log
2. When submitting for review add "ENTERED IN TOW LOG" in Comment
3. Attach approved transaction to Incident

REPOSSESSION

1. Complete entry and record vehicle in the Tow/Repo Log
2. When submitting for review add "ENTERED IN REPO LOG" in Comment
3. Attach approved transaction to Incident

STOLEN VEHICLE

1. Mark DMV DOJ Stop and SVS transaction as Requires Review
2. Attach approved transactions to Case

LOCATED STOLEN VEHICLE

1. Run plate from CAD and mark LOCATE as Requires Review

2. Mark CLEAR as Requires Review
3. Mark RECOVERED VEHICLE as Requires Review
4. Attach approved transactions to Case

RECOVERED STOLEN VEHICLE

1. Mark CLEAR as Requires Review
2. Mark RECOVERED VEHICLE as Requires Review
3. Attach approved transactions to Case

Automated Boat System (ABS)

1. Mark transaction as Requires Review
2. Attached approved transaction to Case

Automated Firearms System (AFS)

1. Mark DROS and AFS transaction as Requires Review
2. When submitting for review add "NO DROS" in Comment when applicable
3. Attach approved transactions to Case

Automated Property System (APS)

1. Mark transaction as Requires Review
2. Label attachment by system, transaction, and item number (e.g., APS ENTRY ITEM #1)

California Restraining and Protective Order System (CARPOS)

1. Mark EPO or GVRO transaction as Requires Review
2. Attach approved transaction to Case

Missing and Unidentified Persons System (MUPS)

1. Mark transaction as Requires Review
2. Attach approved transaction to Case

Ramey Warrant – Automated Warrant System (AWS)

1. Complete warrant entry from the AWS terminal
2. Run subject from the CAD workstation
3. Mark AWS transaction as Requires Review, WPS transaction when applicable
4. Attach approved transaction(s) to Case
5. Attach a copy of the warrant request to Case



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TRAINING BULLETIN

Patrol Rifle and Shotgun Storage Procedures

NO: 22-05

DATE: 12/14/2022

FOR FURTHER INFO CONTACT:

Sergeant Kevin Horikoshi

Purpose

The purpose of this training bulletin is to update the procedures for the storage of patrol rifles and shotguns in patrol vehicles when the patrol vehicles are not in use.

Procedure

Effective immediately, no patrol rifles or shotguns will be stored in patrol vehicles when not assigned for use during shift. Patrol rifles, magazines, and shotguns will be stored in designated department lockers. The key to the lockers will be kept on the vehicle key board and the patrol sergeant's vehicle key rings.

Sergeants (pre-shift)

- 1) Retrieve a shotgun, patrol rifle, and one magazine from the designated department locker.
- 2) Complete the vehicle checklist and list the shotgun and rifle's full serial number.

Sergeants (post-shift)


- 1) Remove the magazine from the rifle, render the rifle safe, and insert a bore flag.
- 2) Return the shotgun, rifle, and magazine to the designated department locker.

Officers (pre-shift)

- 1) Retrieve a rifle and one magazine from the designated department locker.
- 2) Complete the vehicle checklist and list the rifle's full serial number.

Officers (post-shift)

- 1) Remove the magazine from the rifle, render the rifle safe, and insert a bore flag.
- 2) Return the rifle and magazine to the designated department locker.

	ALAMEDA POLICE DEPARTMENT 1555 Oak Street Alameda, CA 94501 (510)748-4508 CA0010100		<h1 style="text-align: center; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px); padding: 10px;">TRAINING BULLETIN</h1>
	SUBJECT: Boating Under the Influence (BUI) Procedure	NO. 00-04 DATE: 11/30/00	

There are instances where officers will be requested to respond to a report of a BUI operating a boat or personal water craft within the jurisdictional boundaries of the City of Alameda.

If the report is from a citizen, officers shall respond to determine if they can locate the alleged offender, and handle the situation by following normal Departmental protocol. This includes witness statements, administration of PAS Device, Field Sobriety Reports, arrest reports and evidence collection. The violation is detailed in Section 655 of the California State Harbor and Navigation Code.

If the reporting party is the United States Coast Guard, our policy is to respond to wherever they have an offender detained, and determine if the offense occurred within our jurisdictional boundaries. The Coast Guard officers on scene should have administered a PAS and/or Field Sobriety Tests to the offender, which would allow them (Coast Guard personnel) to establish the necessary reasonable cause for a peace officer to make the arrest.

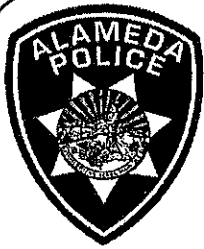
If the Coast Guard officer in charge requests that we take custody of the offender, the officer on scene is **obligated** to take custody and process the offender. This includes receiving the offender into physical custody, completing a Consolidated Arrest Report (CAR), providing for the administration of a chemical test, completing a supplemental report detailing the officer's involvement, and securing any evidence (chemical test). The officers should also collect any supporting documents (witness statements detailing observations, FST Reports, etc.) from the Coast Guard Personnel, and include this information with the report that is forwarded to the District Attorney for charging. The offender should be processed, housed and/or cited out if appropriate.

Where a citizen's arrest would be required from a citizen reporting the activity, a citizen's arrest is **not required** from the Coast Guard personnel. Their supporting documentation that details their observations is sufficient for purposes of prosecution.

The only exception to this protocol would be if the Coast Guard has **Federal CRIMINAL** charges pending as a result of the BUI or other offense while operating a boat or personal water craft (possible in a fatality, or especially egregious acts). The responding officer should clarify with the Officer in Charge as to whether **Federal CRIMINAL charges** are pending, in which case, we will not take custody of the offender.

A defendant may also be cited by the Coast Guard for non-BUI related offenses, such as safety and equipment violations. We will take custody of the BUI offender even if they have received an additional citation for these non-BUI offenses. In most instances where the Coast Guard has initiated an enforcement action that results in an arrest being transferred into our custody, they may also issue a citation for the defendant. This is generally for an Administrative Civil Hearing, and *does not constitute double jeopardy*.

In instances where **Federal CRIMINAL** charges are pending, the Coast Guard will make other arrangements for transportation and detention.



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TRAINING BULLETIN

2002 Traffic Legislative Update

NO. 02-03

DATE: 04/23/2002

FOR FURTHER INFO CONTACT:

Sgt. Swatman

Effective January 1, 2002 the State of California has amended and added changes to the California Vehicle Code. The changes are as follows:

27360 (a) C.V.C. Child Passenger Restraints

The present requirement of four years old and 40 pounds will be replaced with an amended version of the same Vehicle Code section. The new requirements require that the child is at **least** one of the following:

- Six years of age or older
- Weighs 60 pounds or more

If the child is at least 6 years of age **or** weighs 60 or more pounds, the child is not required to be secured in a child passenger restraint system.

Examples:

- A 5-year-old child weighing 55 pounds **is** required to be in a child passenger restraint system.
- A 5-year-old child weighing 63 pounds **is not** required to be in a child passenger restraint system.
- A 6-year-old child weighing 50 pounds **is not** required to be in a child passenger restraint system.

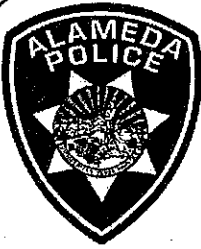
15600 CVC Unattended Children in Vehicles (Also known as Kaitlyn's Law)

Prohibits leaving a child six or less years of age, in a motor vehicle if there are conditions that present a risk, if the engine is running, or if the keys are left in the ignition. Violations of this section can result in a fine of \$100.00 in addition to other fines or penalties authorized by existing law.

14602.6 CVC Vehicle Impoundment, Suspended or Unlicensed Driver: Hearing

The amendment to this section provides that an impounded vehicle seized for driving on a suspended license, or without a license, shall be released to the registered owner before the end of a 30 day holding period provided that the driver reinstates or acquires a driver's license, along with proof of insurance. The bill also provides that impounding entities must maintain a published telephone number that provides information 24 hours a day regarding impoundment procedures and the rights of a registered owner to request a hearing.

The amendment also provides that the legal owner of a seized vehicle shall not be charged any administrative charges unless they voluntarily requested a post-storage hearing.



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TRAINING BULLETIN

Net Gun Deployment

NO. 02-05

DATE: 04/23/2002

FOR FURTHER INFO CONTACT:

Officer Greg Ella

DESCRIPTION

The net gun is designed as a tool to be used in the safe capture of animals. The net gun is a hand held net launching assembly that uses a blank rifle cartridge to propel four weights attached to a net. When fired, these weights pull a net from a container mounted on the weapon and carry it towards the target animal. **Use of the net gun on humans has not been approved, is potentially hazardous, and outside department policy.**

DEPLOYMENT

The net gun, along with all accessories, safety equipment and a copy of the operating manual, is contained within an aluminum footlocker. This will be kept in the Patrol Sergeant's office. All Patrol Sergeants will be trained in the use of the net gun.

SAFETY

AS WITH ANY FIREARM, FAILURE TO FOLLOW ALL SAFETY PRECAUTIONS MAY RESULT IN SERIOUS INJURY OR DEATH.

Eye and ear protection is mandatory when firing the net gun. Significant hot propellant gas is directed towards the shooter, especially when firing the padded weights.

Keep the bolt action of the gun open, and the chamber empty, except when prepared to fire. If the gun is loaded and the opportunity to fire no longer exists, immediately open the action and remove the blank cartridge.

Use only the blank cartridges supplied by the manufacturer and packaged with the gun. Blank rifle cartridges are manufactured for a wide variety of uses, over a broad range of power levels. The use of an unapproved cartridge could result in serious injury or death.

The stock of the net gun contains a compressible spring shock absorber. Do not pull the gun so tightly into your shoulder that you compress the spring; you will lose the benefit of this feature. Keep in mind that the stock compresses several inches when firing. **Do not place your cheek against the stock. Instead, keep your head erect.**

Never fire the net gun towards an area occupied by any person, or point the net gun at any person.

When fired, the net gun produces a sound similar to the discharge of a high-powered rifle. Advise dispatch and all officers on scene prior to use.

USE


The net gun is supplied with two nets, each about ten feet square. The weights on one net are padded and fit over the outside of the four net gun barrels. Because of the padding, this net poses the least risk of causing property damage, and its use is preferred. The second net has four cylindrical steel weights that fit into the barrels of the gun. Do not push the weights into the barrels past the eyelet where the net cord is attached when using this net. To do so will increase the pressure in the barrels and may be hazardous.

The practical range of this gun appears to be about 30 feet when fired at ground level. At this range, hold the gun horizontal to the ground from a standing position, with the buttstock of the gun in your shoulder, head erect.

All personnel designated as potential users of the net gun should obtain, read and retain a copy of the manufacturers manual, and familiarize themselves with the gun prior to use. Refer to the Department Rangemaster for assistance.

TACTICS

Any attempt to capture a loose evasive dog with the net gun will be most successful if the dog can first be contained to a generalized location such as an enclosed back yard or fenced in park, alleyway, etc. The capture of a loose evasive dog during an active chase on the street would be difficult. An individual equipped with a snare will need to be on hand to further control and transport the animal subsequent to capture with the net.

	ALAMEDA POLICE DEPARTMENT 1555 Oak Street Alameda, CA 94501 (510)748-4508 CA0010100		<h1 style="text-align: center;">TRAINING BULLETIN</h1>	
	SUBJECT: IDENTITY THEFT WHITE COLLAR CRIME (UPDATE)			
			FOR FURTHER INFO CONTACT: SGT. RANDY LITTLE S-13	

RESPONSIBILITY FOR INITIAL WHITE COLLAR CRIME INVESTIGATION:

White Collar crime offenses are to be initially investigated by a patrol officer in the same manner as other criminal offenses. Follow-up investigation on misdemeanor offenses will be the responsibility of the patrol officer taking the initial report. Felony cases can be referred to Investigations for follow-up.

Officers conducting the initial investigation should collect all original documentation of the offense, such as, access cards, receipts, checks, and any other pertinent documentation available, make a copy of the evidence for Investigations and place the items into evidence. Written statements should be taken in accordance with established policy.

THE OFFENSE

The location of occurrence of a white collar crime is "where it occurred", not where the "Victim" lives or where the "Victim Company" is. Example #1: A check is stolen from the mail in Alameda. It is then forged and cashed in San Jose. Alameda has a 484 PC of mail, the 470 PC occurred in San Jose. We take a 484 PC report and refer the Victim to their bank to file a "Affidavit of Forgery". It is then the bank's responsibility to contact the appropriate police agency to file a report on the forgery.

IDENTITY THEFT:

530.5 PC Unauthorized Use of Personal Identifying Information Misd/Felony

Many people become aware that someone unknown to them has either attempted to use or used their personal identifying information (name, DOB, social security etc.) to secure new credit or other services. Officers should attempt to determine "how" their information was acquired. Our report classification should reflect this information. Was their information acquired in a 484 PC of mail? a 459 PC? a 211 PC? if you can determine "how" it was obtained then the report should be classified as such.

A 530.5 PC Misd. report should only be written when an Alameda resident reports their personal information acquired and used outside of Alameda to open new accounts and they have "no" knowledge of how it was acquired. Any criminal acts committed as a result of the use of this information are the investigative responsibility of the jurisdiction where the information was used.

Example #1: Mr. Doe received a letter from Equifax Credit Bureau stating they have a Cellular One Account, Nieman Marcus Account, Shell Oil Account etc. opened in Mr. Doe's name. Mr. Doe did not open these accounts and has no idea how his information was acquired by others. Make a 530.5 PC Misd report indicating the above and suspend the case. Give Mr. Doe the report number he should give this to all creditors of these fictitious accounts. Mr. Doe should also be advised to contact credit history bureaus and have a "fraud alert" placed on his credit history. This will place additional precautions on any inquiring parties. Our report number will assist the victim in unraveling his credit problems. It is then the responsibility of the "Business where the information was used" to compile their information and report the crime to their local police agency, any further investigation will be conducted by other agencies per their policies.

Example #2 Mrs. Smith receives a letter that a new account was opened in her name at Mervyn's in Pleasanton. Mrs. Smith reports this to us. Our investigation reveals Mrs. Smith had her purse taken in San Francisco two weeks prior and all her identity was taken. We make an IC advising her to obtain SFPD's report number and forward it to Mervyn's. We have no crime in Alameda.

Example #3 Ms. Keenan reports receiving a letter from Pac Bell that someone living at 1234 South First Street San Jose, Calif has just opened a telephone account in her name. Ms. Keenan says that she did not receive her last two Bank Statements in the mail. We take a 484 PC of mail and advise Ms. Keenan to inform Pac Bell of our report number. It is Pac Bell's responsibility to report the crime to San Jose PD.

Example #4 Ms. Package reports someone has obtained her existing VISA card number and has made charges throughout the Bay Area, but none in Alameda. She has no idea when, where or how this occurred. We will make a Miscellaneous Report detailing the occurrence and file the case. The Victim should be advised to inform her creditors of our report number.

Example #5 Mr. Jones comes to the front counter referred by his local bank. Someone has forged several checks on Mr. Jones' account in the Los Angeles area. Mr. Jones has no idea how they obtained any of his information or checks. The Bank sent Mr. Jones here to file a forgery report only because Mr. Jones' account is at a local branch. This a Bank policy, not our policy. We make an IC on advice and refer Mr. Jones back to his Bank to file an "Affidavit of Forgery" with them. It is the Bank's responsibility to report the crime to the appropriate police agency in Los Angeles.

The only time 530.5 PC will be a Felony is when it is combined with another crime, most likely a 532a PC, false financial statement, where the identity is used in Alameda and the monetary transaction occurs in Alameda. In this case it will be a lesser included offense unless we make an arrest then it will be charged in addition.

Bottom line: In all fraud cases ask yourself: Did the criminal act occur in Alameda?



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TRAINING BULLETIN

Axon Fleet 3 Automated License Plate Recognition

NO: 23-05

DATE: 9/20/2023

FOR FURTHER INFO CONTACT:

Sergeant Alex Keden

Purpose

This training bulletin provides an overview of the Axon Fleet 3 Automated License Plate Recognition (ALPR) system for the Alameda Police Department. In addition to reviewing this training bulletin for an overview of the essential operation of the system, staff should familiarize themselves with the Lexipol policy on Automated License Plate Readers (ALPR).

Procedure

Alameda Police Department personnel who are assigned a patrol vehicle with the Axon Fleet 3 ALPR system installed shall log into the Axon Fleet Dashboard with your credentials prior to operating the vehicle.

Once you are logged on, the system begins to read license plates. When a license plate matching a license plate number listed in NCIC is read, the system provides an audible tone notification. The hit notification will show the offense category under the notice.

****Note:** When the ALPR camera is zoomed, full screen or recording the ALPR is disabled and will show as Off on the Fleet Dashboard

1. If a hit notification is received, officers will advise Dispatch of the mobile ALPR hit and provide the license plate number, vehicle description and location of the hit.
2. Officers shall verify the ALPR hit through CLETS via Dispatch or MDT, prior to initiating enforcement action.
3. The hit should be reviewed on the Fleet Dashboard. Officers will be able to record the hit as either correct or incorrect or dismiss the hit if it was not verified.
4. Officers can then select the Action field to note a disposition.



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TRAINING BULLETIN

Axon Body 3 Body Worn Camera (BWC)

NO: 23-06

DATE: 10/10/23

FOR FURTHER INFO CONTACT:

Sergeant Alex Keden

Purpose

This training bulletin provides instruction on the operation of the Axon Body 3 Body Worn Camera (BWC) and outlines when the BWC shall be activated per policy.

Procedure



To power on the Axon Body 3, press the power button until you feel a short vibration.



To begin recording, double-press the Event button. To stop recording, hold down the Event button for three seconds.

There are many situations where the use of a BWC is appropriate. The list below is not intended to describe every possible situation.

Public contacts: Officers shall record public contacts, whether in person or through telephonic means, in situations where they are operating in an official law enforcement capacity.

Non-public contacts: Officer shall record non-public contacts where there is a likelihood enforcement action may be taken. These situations include, but are not limited to:

- Code 3 driving
- K-9 deployment
- Deployment of a firearm
- Probation/parole searches
- Protective sweeps
- Service of arrest or search warrants

Audio only recordings shall be utilized in situations where the BWC becomes impractical (e.g. medical environment).

Communication between Law Enforcement Personnel outside the presence of any member of the public need not be recorded; provided, however, the body camera shall be immediately reactivated upon any public contact.

At no time should an officer jeopardize their safety in order to activate a recorder. However, if a member intentionally fails to activate their recorder as required by this policy, the member will be subject to discipline.

Cessation of Recording: Once activated, the BWC should remain on continuously until the member's direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

Officers may cease recording when encountering or interviewing a victim who is in a vulnerable position or who asks not to be video-recorded.

Officers may cease recording when interviewing a subject who does not want to be video-recorded and the officer feels obtaining the information or statements exceeds the importance of video evidence.

In all cases above, the officer shall verbally express the intent and reason to stop recording prior to turning off the equipment, and should verbally express it has resumed if later reactivated. The officers should consider whether activating another type of recording device, such as audio recording would be appropriate for memorializing the interaction.

Members shall cease audio recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation (Penal Code § 636).



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TRAINING BULLETIN

**Racial and Identity Profiling Act (RIPA)
Stop Data Reports**

NO: 21-05

Issued: 12/23/2021

Revised: 1/10/2024

FOR FURTHER INFO CONTACT:

Lieutenant A. Kuboyama

The purpose of this training bulletin is to amend a previously issued bulletin. The two highlights are:

- 1) Reinforcing the need to add person(s) to the incident before generating a stop data report, and
- 2) Outlining the timeline for submission and approval of stop data reports.

Stop data reports are required on stops defined as any **detention** or **search** including **consensual searches**. [12525.5(g)(2) Government Code, California Code of Regulations § 999.224(a)]

- **Detention:** A seizure of a person by an officer that results from physical restraint, unequivocal verbal commands, or words or conduct by an officer that would result in a reasonable person believing that he or she is not free to leave or otherwise disregard the officer.
- **Search:** A search of a person's body or property in the person's possession or under his or her control, and includes a pat-down search of a person's outer clothing, as well as, a consensual search.
- **Consensual search:** A search that occurs when a person gives a peace officer consent or permission to search the person or the person's property.

Exceptions to the reporting requirement may include: [CCR § 999.224(c) and CCR § 999.224(d)]

- Stops during active shooter events, public safety mass evacuations, and other similar critical incidents. Note, **reporting is required** if the officer takes additional specified actions.
- Stops that occur during or as a result of routine security screenings required of all persons to enter a building or special event.
- Stops of a person at their residence who is the subject of a warrant, search condition, home detention, or house arrest. Note, **reporting is required** for stops of people in the home who are not the subject of the warrant and were subjected to any of the categories listed for "actions taken by officer during stop."
- Stops of passengers in a vehicle. Note, **reporting is required** for passengers who were subjected to any of the categories listed for "actions taken by officer during stop."

Procedure

Step 1: Add person to the incident

- If the person's name is known to you, enter their name and date of birth. If the person's name is not known or the person refuses, check the corresponding box.
- Click "Save."
- The database will generate a list of possible matches. If an exact match is found, select that entry. If an exact match is not found, click "Add as New Person" and complete all fields.

Step 2: Complete stop data report

- Double-click the person associated with the call. Click "Stop Data."
- For *Stop Reason Narrative*, describe the reason for the stop and the basis for the search, if applicable. Do not use police jargon or acronyms and do not include personal identifiable information.
- Complete all applicable fields and pages.
- Submit the report by clicking "Save."

Timelines for submission and approval:

- Barring any emergencies that must be approved by a watch commander, "Stop data shall be completed and submitted to the reporting officer's agency by the end of the officer's shift." [CCR § 999.227(a)(9)]
- Stop data must be reviewed by a supervisor by the end of the shift.



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TRAINING BULLETIN

Training Request Form

NO: 22-01

Issued: 5/11/2022

Revised: 1/26/2024

FOR FURTHER INFO CONTACT:

Lieutenant A. Kuboyama

The purpose of this training bulletin is to outline one change to a previously issued bulletin:

- 1) The Training Division will only designate whether the training is required.

Existing Procedure

Requestor Responsibilities

Submit a Training Request Form (TRF) when seeking training that carries a cost. A TRF enables the Training Manager to assess the course's applicability to the requestor's assignment and ensures the requestor's supervisors are aware of the training requests.

*Reminder: retrieve the hyperlink containing the course flyer/agenda from the course presenter's website. When avoidable, **do not submit a link to the POST website.***

Reviewer Responsibilities

- 1) Assess the impact on staffing. Outline a backfill plan if staffing levels are impacted.
- 2) Comment on the merits of the training. Articulate whether the requestor should attend.
- 3) Approve or deny the request.

If approving

- **Initial reviewer:** Update the requestor's schedule to reflect their attendance at the training.
- Forward to the next reviewer (see page two)

If denying

- Route the form to the initial reviewer who will return the requestor to their regular shift(s).
- **Initial reviewer:** Return the requestor to their regular shift(s).
- Route the TRF to the requestor.

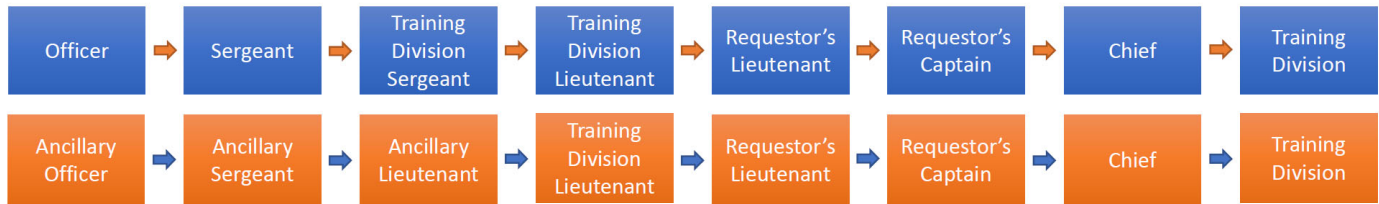
New Procedure

Training Division Responsibilities

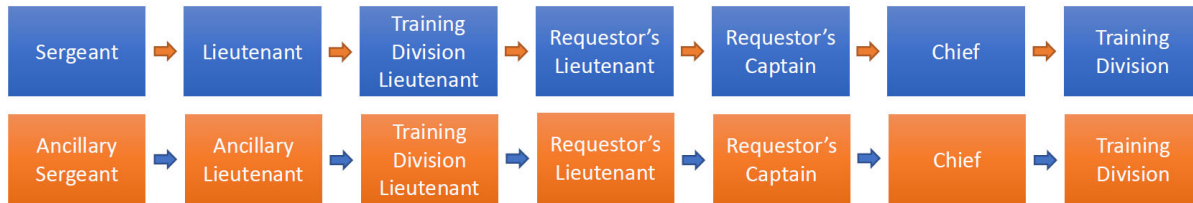
- 1) Designate whether the training is required.

Routing Procedure

Officers:



Sergeants:



Professional Staff:





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TRAINING BULLETIN

**** UPDATE ****

**AFD/APD Mental Health Crisis
Response Protocol (5150 W&I)**

NO: 21-04

DATE: 6/1/2023
REV: 1/31/2024

FOR FURTHER INFO CONTACT:

Lieutenant E. Klaus

**** UPDATE ****

After further review and feedback from AFD and AFS of the current AFD/APD Mental Health Crisis response program, it has been determined that additional changes are needed in order to make the program more successful. The changes made to the program are detailed throughout this updated training bulletin.

Purpose

The purpose of this Training Bulletin is to update personnel on the current AFD C.A.R.E. Team (AFD)/Alameda Police Department (APD) protocols and procedures when responding to calls related to a mental health crisis. Recently, the City of Alameda has shifted its direction on how our first responders respond to calls involving a person(s) suffering from a mental health crisis.

Procedure

Effective December 16, 2021, AFD was designated as the primary first responders to any call involving a subject(s) suffering from a mental health crisis.

AFD personnel on scene will complete an evaluation of the subject(s) suffering from a mental health crisis and determine the necessary resources needed. If applicable, they will also have the ability/authority to place an individual on a 5150 W&I psychiatric hold. Additionally, AFD will complete their own 5150 W&I psychiatric hold form to document their contact and transport if required.

The only exceptions to this procedure are when information is obtained that suggests:

- 1) a **Crime** has occurred,
- 2) the subject(s) is involved in **Active Violence**, and/or
- 3) the subject(s) is **Armed**.

This will elicit a change in response where APD personnel will be designated as the primary handling agency. Two APD officers and a supervisor will be dispatched to mental health crisis calls that fall under the above exceptions. During circumstances where APD officers may need to enter a structure and barring an immediate emergency, entry should be at the direction of the patrol supervisor. Once the scene has been deemed safe, APD will turn the call back to AFD for

further evaluation. Every effort shall be made to preserve scene integrity for investigative purposes. APD officers will remain on scene until cleared by AFD.

AFD personnel are not trained to detain and/or use force on non-compliant subjects. As such, AFD may request APD to enter the scene for a non-compliant subject. In instances where AFD makes such a request to APD, two APD officers and a supervisor will respond.

Upon arrival and before entering the scene, APD will advise dispatch that they are on scene and will request AFD to meet them outside. When meeting with AFD, APD will document on body-worn camera the request from AFD for APD to enter the scene and the overall circumstances that led to the request.

Prior to entering the scene, APD personnel will establish their own independent legal basis for making entry (consent, exigent circumstances, etc.). After entering the scene, APD will remain in a support role unless any of the following occur: criminal activity, an act of violence, the subject arms themselves, and/or APD personnel independently initiate a 5150 W&I psychiatric hold.

Active Violence is defined as: a subject who is actively harming or attempting to harm someone, other than themselves.

Armed is defined as: a subject armed with a weapon that is likely to cause great bodily injury or death.

Non-Compliant is defined as: a subject who refuses to be assessed by AFD, or refuses to voluntarily be placed on a 5150 W&I psychiatric hold initiated by AFD, or engages in threatening behavior that reasonably indicates the subject intends on harming AFD personnel. When a subject refuses to be placed on a psychiatric hold initiated by AFD, APD personnel will make an independent assessment on whether a hold is appropriate and in accord with policy (Policy 418 Mental Illness Commitments and Policy 466 Crisis Intervention Incidents).

When AFD is unavailable, the APD supervisor or their designee should call AFD via the C.A.R.E. Team cell phone and determine if AFD will be out of service for an extended period of time.

There may be instances when AFD can become available to assist in a reasonable time. Barring any of the above exceptions that would require an immediate response/intervention, a delayed response to the mental health crisis call may be appropriate and AFD would be the primary handling agency. When determining whether a delayed response is appropriate, the APD supervisor or their designee shall consider the nature of the call, the well-being of the mental health crisis patient, the well-being of others, and/or the totality of circumstances. If it is determined the response will be delayed, APD COMCEN will refer the caller(s) and/or subject(s) to the Alameda County 24 Hour Crisis Line (800-309-2131 or 988)

In some instances, a delayed response may not be appropriate. In those instances, APD personnel shall handle the response in accord with department policies..

When APD officers place a patient on a mental crisis evaluation hold, they will have APD COMCEN notify ACRECC of the mental health crisis hold and request a transport via AFD. AFD will send an ambulance to the scene for the transport.



AFD C.A.R.E. Team hours: 24 hours, seven days (unless assigned to a training detail or assigned to an incident)

COMCEN

When a person calls to report a mental health crisis incident, COMCEN shall:

- Determine if subject(s) is engaged in **Criminal Activity**, is **Armed** or if there is **Active Violence**:
 - If **YES** to any of the above criteria, enter a **PD5150** call
 - If **NO** to all above criteria, enter a **AFD5150** call
- Document if drugs or alcohol are involved
- Detail behaviors, actions, and statements made
- Transfer the caller to ACRECC, relay details, confirm dispatch status of AFD
- Advise the patrol supervisor of the mental health crisis call

Radio Codes

PD5150 (*APD will be the primary handling agency*) - mental health crisis calls that involves **Criminal Activity**, **Active Violence**, and/or **Armed** subject(s).

AFD5150 (*AFD will be the primary handling agency*) - mental health crisis call that does not involve **Criminal Activity**, **Active Violence**, and/or **Armed** subject(s).

Patrol Officers

PD5150

When a mental health crisis call is dispatched as a PD5150 and involves a subject who is engaged in **Criminal Activity**, is **Armed**, and/or is engaged in **Active Violence**, patrol officers will be designated as the primary handling agency. Once the scene/situation has been deemed safe, the incident should be relinquished to AFD (via APD COMCEN) for further evaluation if appropriate.

Patrol officer(s) shall complete a report documenting their actions for the criminal investigation. Do not include mental health verbiage in the police report unless it is pertinent to the criminal investigation. Every effort shall be made to preserve scene integrity for investigative purposes.

Patrol Supervisors

When a mental health crisis call (PD5150) is dispatched to patrol officers, the patrol supervisor shall be notified of the call, acknowledge the call, and respond to the scene. It will be the responsibility of the patrol supervisor to brief the on-duty patrol watch commander on all mental health crisis calls.

Patrol Watch Commanders

Watch Commanders shall respond to mental health crisis calls when a patrol supervisor is unavailable. It is the responsibility of the Watch Commander to work with the AFD Duty Chief to discuss any issues that may arise during mental health crisis call.





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TRAINING BULLETIN

Records Register

NO: 24-01

Issued: 1/31/2024

Revised:

FOR FURTHER INFO CONTACT:

Rita Dharmani

This training bulletin provides an overview of the procedure for opening and closing the Records register.

Procedure

1. Alameda Police Department accepts credit cards/checks/money orders/cash as payment for services. Only for towed vehicle release checks are not accepted. The opening balance for our cash register is \$200.00.
2. One Records Clerk will be assigned to open and close the register.
3. At the beginning of each workday (Mon-Thurs), the register will be opened by a designated Records Clerk. Any receipts from the weekend or the evening prior (after the register has closed) will be entered into the system every morning.
4. For each transaction, the Records Clerk shall enter the following: Reference line 1 will contain the Records Clerk's initials and report/citation/tow number. Reference line 2 will show how the request was received (i.e., email, phone, in-person).
5. The payment details shall be entered with the payor's information (last name, first initial) and the type of payment (credit card, check, cash). For credit card transactions, please enter the card type (VISA, Master Card, etc.), cardholder's name (last name, first initial), expiration month and year, and the last 4 digits of the card. Also, check the box for "Card Present."
6. Print two copies of the receipt. One copy will go to the payor and the other copy will be placed in the register.
7. The designated Records Clerk will close the register at the end of the day, at approximately 1500 hours.
8. All transactions will be verified and matched.

9. A second auditor (different from the designated Records Clerk) will review all transactions and will sign off as verified.
10. Make a copy of all credit card receipts for our records. The original credit card receipts will be placed in a separate envelope.
11. Complete a deposit slip (original copy goes to Finance, carbon copy is for Records). Obtain a deposit bag (fill out the requested information on the bag). Only cash and the original deposit slip will be placed in the deposit bag. Checks and credit card receipts will be placed in a separate envelope, along with the transaction details printout from Tyler Munis. If there is no cash to deposit, only the envelope with checks and credit card receipts will be prepared (we do not need to prepare the deposit slip or the deposit bag).
12. The sealed deposit bag along with the envelope containing the checks, credit card receipts, and transaction details printout from Tyler Munis will be delivered to the Finance Department at the end of every working day by the designated Records Clerk.
13. The copies of the transactions are retained with Records for 5 years.



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TRAINING BULLETIN

SPIDRTech Survey Follow-Up

NO: 24-03

DATE: 2/6/2024

Lt. Joshua Crossley

Purpose

The purpose of this training bulletin is to guide lieutenants and dispatch supervisors on when to follow up on SPIDRTech surveys and what to include in that follow-up. Survey follow-up is critical to ensure that APD provides the utmost professional and valued police service. Any continued negative themes identified by those we serve will be evaluated to ensure we adjust our service delivery to meet or exceed the community's expectations.

Procedure

- Effective immediately, APD personnel will identify any time there is a "somewhat dissatisfied" or "very dissatisfied" response to one of these three questions:
 - How satisfied are you with your experience with the dispatcher that you spoke with?
 - How satisfied are you with the professionalism of the Alameda police officer that you spoke with?
 - Overall, how satisfied were you with the Alameda Police Department?
- The lieutenant or dispatch supervisor responsible for the officer/dispatcher assigned to the call will conduct follow-up. The assigned dispatch supervisor or lieutenant will note the follow-up documentation in the spreadsheet's "comments/actions taken" column.
 - If no officer was assigned to the call, the lieutenant assigned to the day and hour of work when the call came in will be responsible for the follow-up.
 - Dispatch supervisors will be responsible for follow-up on the dispatch question, and lieutenants will be responsible for the officer and overall questions.
- Follow-up shall consist of the following:
 - A review of the CAD notes

Nishant Joshi, Chief of Police

- A review of any reports written
- A review of relevant BWC or audio footage
- A phone call to the respondent, if applicable
 - Phone calls shall be recorded and uploaded to Evidence.com by lieutenants or made on a recorded phone line if completed by a dispatch supervisor.
- Follow-up shall be completed within 45 days from the date of the complaint.
- Follow-up shall be documented on the associated Office365 Excel spreadsheet. The spreadsheet will be stored in the digital cloud and will be updated weekly by OCOP personnel.
- Audits will periodically be conducted to ensure compliance with this TB.



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TRAINING BULLETIN

Animal Bite Investigations

NO: 22-04

DATE: 2/28/24

FOR FURTHER INFO CONTACT:

AC Officer Onesko

The purpose of this Training Bulletin is to establish a consistent procedure for conducting animal bite investigations.

Procedure

Documentation

- 1) ANIMAL BITE report: Animal's teeth cause puncture wound(s) to the skin of a person or a domesticated animal (dog/cat)
 - If a person is bitten by a raccoon, skunk, squirrel, or bat, they must be referred to the hospital and advised to obtain a rabies shot.
- 2) MISC report: Animal scratches a person and the victim requests documentation

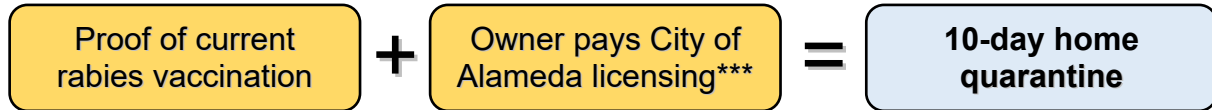
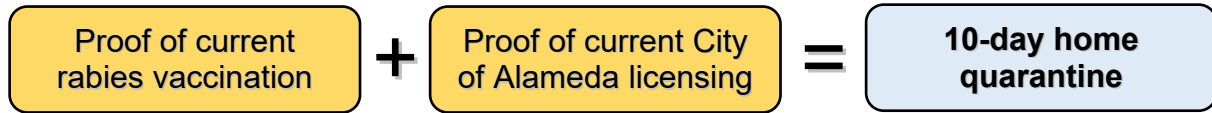
Opossums are not carriers of rabies, so a report is not necessary unless the animal owner insists.

Investigation

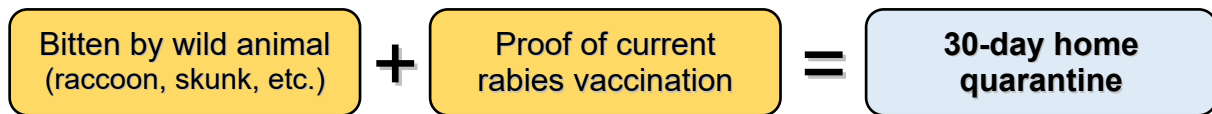
- 1) Photograph all injuries sustained to persons/animals
- 2) Photograph proof of current rabies vaccination AND proof of current City of Alameda licensing
- 3) Complete "Notice to Quarantine" form if authorizing a home quarantine
- 4) Attempt to identify all involved persons/animals
- 5) Email Animal Control to advise about ANIMAL BITE report

Quarantine

1) Domesticated animals (dog/cat) are eligible for home quarantine in these situations:



****If the shelter is closed and the owner requests home quarantine, issue a citation for violation of AMC 7-3.1 (no city license). This is a correctable violation so advise them to contact the shelter during business hours to obtain a license.*



2) Domesticated animals (dog/cat) are not eligible for home quarantine if:

- Not current with rabies vaccination
- Lives in an apartment complex and does not live on the ground floor that has a privately fenced patio for the animal to relieve itself without being taken for a walk
- Lives in a structure with unfenced yards or fences with holes/rotten sections where escape is possible
- Lives in a home with small children, and the bite was to a child within the home
- Second bite incident within a 36-month period
- Bitten by a wild animal (i.e., raccoon, skunk, squirrel), and the domesticated animal is not current with rabies vaccination

3) Domesticated animals (dog/cat) do not need to be quarantined for:

- Scratch incidents, but advise the owner to seek medical attention for their animal to reduce the chances of infection
- Incidents involving opossums

"Notice to Quarantine" Form

- 1) Under the "description of animal" include the following:
 - Animal's name
 - Age
 - Sex/Status: **S** (spayed), **N** (neutered), **F** (female unaltered), **M** (male unaltered)
 - Color
 - Breed
- 2) Routing:
 - White: Animal owner
 - Yellow: Submit with report
 - Pink: Route to Animal Control

Animal Control Responsibilities

- 1) Submit monthly reports to Vector Control
- 2) Enter information into the shelter database



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TRAINING BULLETIN

Retiree Weapon Purchase

NO: 24-02

DATE: 2/28/2024

FOR FURTHER INFO CONTACT:

Sergeant Kevin Horikoshi

This training bulletin outlines the process for a sworn officer who is retiring under good standing to purchase their assigned duty weapon.

Responsibility of the purchaser:

- Write a memorandum to the Chief of Police expressing their interest in purchasing their assigned duty weapon. The memorandum must include specific language, which is outlined in the attached example memorandum. This memorandum will be maintained by the Range Staff.
- If their request is approved, coordinate with a member of the range staff to go to an approved gun vendor together.
- Pay for the Dealer's Record of Sale (DROS) fees for transferring ownership of the Department's firearm to them.
- Pay for the cost to replace the current duty weapon.

Responsibility of the range staff member:

- Confirm the Chief approved the purchase.
- Go to the approved gun vendor with the retiring officer to complete the gun transfer.
- Take possession of the new duty weapon.
- Complete a miscellaneous report so dispatch can enter the new firearm into the Automated Firearms System (AFS).
- Complete a supplemental report to the original report generated for the purchase of the gun the retiree is purchasing so dispatch can remove the firearm from AFS.



ALAMEDA POLICE DEPT.
1555 Oak Street
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TRAINING BULLETIN

**Firearm Handling and Storage for
Property and Evidence**

NO: 23-04

DATE: 2/28/2024

FOR FURTHER INFO CONTACT:

Officer McKinley #63

The purpose of this Training Bulletin is to standardize firearm and firearm accessory handling and storage when being submitted to the Property and Evidence Unit. *TL;DR photos at bottom.*

Background

A recent audit of the Property and Evidence Unit identified safety issues with how firearms have been historically stored. Firearms are held for various reasons (safekeeping, evidence, destruction, etc.) but should be booked in a consistent manner due to inherent risks of handling firearms.

Firearms are always among the most important items in a criminal case and should be treated as such. Often there is trace evidence, fingerprints or DNA contained on firearms. To protect the evidence and personnel, a standard is being established.

Firearm Booking Procedure

Firearms shall be cleared, made safe, and verified safe before any further handling or manipulation. If uncertain about how to manipulate a particular firearm, officers should request the assistance of a supervisor or Range Staff. If needed for evidence, photograph a loaded firearm in place before manipulating the firearm.

Once the firearm is verified safe, a nylon tie should be placed through the open action of the firearm, or in a manner that does not allow the action to be manipulated. **However, NEVER place the nylon tie down the barrel**, as this can change the rifling of the firearm and could damage the evidentiary value of the firearm itself.

All firearms shall be secured in a firearm box unless unfeasible. To fold a firearm box in preparation for storage, follow the directions in this video: <https://youtu.be/toB9e5P-wE0>. If needed, two firearm boxes can be taped together to accommodate unusually large firearms.

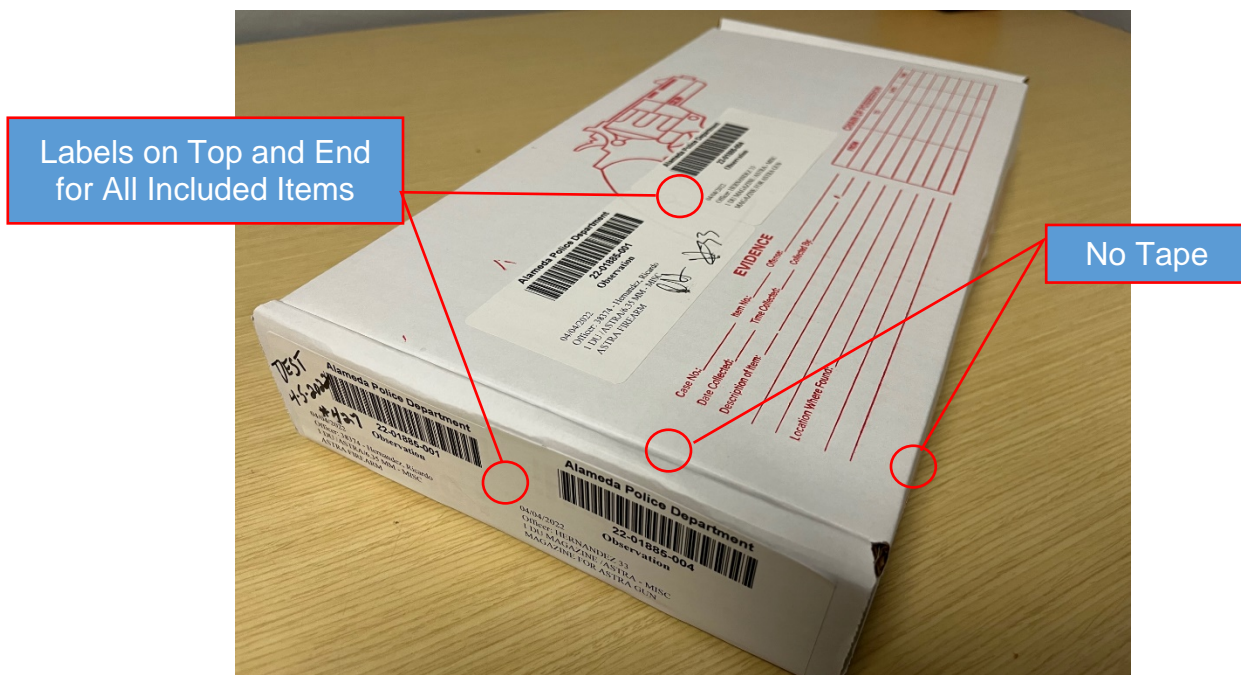
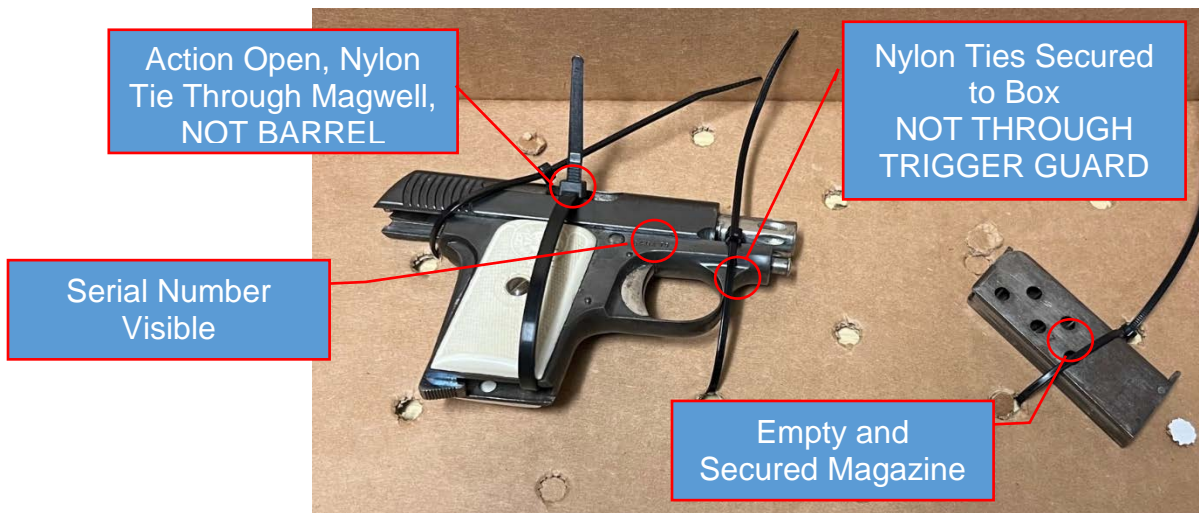
Using nylon ties, secure the firearm to the box. When orienting and securing the firearm, attempt to leave the serial number visible so it can be verified by the Property and Evidence Technician without removing the ties or handling the firearm.

Nishant Joshi Chief of Police

If the firearm is found or associated with a crime, it will be sent to the Alameda County Crime Lab for testing. If available, firearms in these categories shall have one associated **unloaded and empty** magazine secured in the firearm box if it fits. Otherwise, place the magazines in another firearm box. Never place ammunition in the same container as a firearm.

The box shall **not** be taped shut by the officer. Print and place **two** evidence labels per item, one on the top near the Chain of Possession label, and one on the small end of the box.

Ammunition shall be packaged in an envelope or other appropriate container separate from the firearm and shall have unique property labels.





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TRAINING BULLETIN

**Sidewalk and Tree Fall Report
Routing for Risk Management**

NO: 23-02

DATE: 3/6/2024

FOR FURTHER INFO CONTACT:

Rita Dharmani

This training bulletin provides an overview of the procedure for sending report requests to the City Risk Manager. The Records Unit is now responsible for sending completed reports involving Tree Falls and Sidewalk Falls to the City Risk Manager's office.

Procedure

1. Patrol Officers will complete the initial report and will no longer need to write in the narrative, "forwarded to the City Risk Manager for review."
2. Once the report is approved by a Patrol Sergeant, the Records Unit will review the report and then complete a supplemental report. Records Unit personnel will be responsible for completing the following in their supplemental reports:
 - a. In the "Officer" tab in RIMS, click on the "Add Routing" button and route to the City Risk Manager.
 - b. In the narrative, write that the "Case was forwarded to the City Risk Manager."
3. Patrol Sergeants will be responsible for approving these supplemental reports created by the Records Unit.
4. The Records Unit will then print the full report and deliver it to the City Risk Manager via inter-office mail.



ALAMEDA POLICE DEPT.

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TRAINING BULLETIN

Directed Patrol Premise Watch

NO: 22-02

DATE: 9/14/22

REV: 3/6/24

FOR FURTHER INFO CONTACT:

Marama Williams

Purpose

The purpose of this training bulletin is to update the procedure for the entry and tracking of data-driven proactive efforts via RIMS Premise Watch.

Demonstration Video

<https://www.sunridgesystems.net/appnotify/ZXsUvX8Xq7gfAbh27Ot5nwAsr7XmRnABiErmyeCnUEahxgzIPA-PremiseWatch3.mp4>

Map Alert Criteria

1. In service unit.
2. GPS enabled vehicle that enters a ¼ mile radius of an active directed patrol.
3. Preset intervals when action taken (e.g., 24 hour period with 2 requested checks per day alerts once every 12 hours). At 10 minute intervals when no action taken.

Premise Watch Type

To streamline information in MOBILE, a single designation of DIRECTED PATROL will classify all data-driven enforcement requests for CRIME, TRAFFIC, and OUTREACH to replace the Daily Activity Reports used for directed/pro-active patrols. Details of the requested efforts will reside in the notes section. Incident Type DP will be used in CAD.

Directed Patrol – CRIME

Officer-initiated activity informed by data-driven intelligence such as patrol checks, PWTs, and high visibility patrols. Radio procedures have been modified in that enforcement actions while assigned to directed patrols will remain a single incident, allowing the effort and subsequent outcome to display in a single search.

Directed Patrol – TRAFFIC

Officer-initiated traffic operations in locations identified by the Traffic Unit. Radio procedures for traffic stops remain unchanged. COMCEN will temporarily remove officers from directed patrols and enter a separate traffic stop in CAD. Once clear from the stop, officers will request to be placed on the original call if they intend to continue traffic operations or advise in service.

Directed Patrol – OUTREACH

Non-enforcement directed efforts such as attending community meetings, walking business districts to engage with business owners, attending events organized by the COPPS unit, and non-enforcement PWTs.

Procedure

1. On a semi-weekly basis, Area Commanders will enter directed patrols and import citizen requests in lieu of standing CAD calls for service via RIMS | Database | Premises.
2. At the beginning of each shift, officers will familiarize themselves with directed patrols in their sector via RIMS | CAD | Premise Watch or MOBILE | Premise Watch.
3. Calls for service permitting, officers will ask COMCEN to advise on Directed Patrol. When cleared, officers will broadcast the location and generate their own incident from MOBILE | Premise Watch. Officers will remain on the incident for the duration of their proactive efforts and log activities via CAD notes. When efforts are completed, officers will notify COMCEN who will then close the call. Officers are encouraged to check location history, as all hazard data may not be associated to a temporary premise entry.

Premise Watch Entry

1. RIMS | Database | Premises
2. Name = DIRECTED PATROL
3. Address, Add Premise
4. Premise Watch, Add New Premise Watch
5. Date Span
6. Watch Type = Directed Patrol
7. Preferred Times
8. Request # Times/Day
9. Contacts
10. Notes
11. Inactivate entries when appropriate, never delete

CitRIMS Premise Watch Entry

1. RIMS | Database | Premises
2. Import from CitRIMS
3. Open request
4. Make necessary modifications
5. Save if approved

Directed Patrol Search

1. RIMS | Search
2. CAD Search | Incidents
3. Type - Initial
4. Search Options | Equal To | DP



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TRAINING BULLETIN

POST Commission Notifications Regarding Serious Misconduct

NO: 24-05

DATE: 4/25/24

FOR FURTHER INFO CONTACT:

Sergeant Jeffrey Park

Purpose

The purpose of this training bulletin is to outline the procedures for officers and supervisors reporting any serious misconduct allegations that fall under Penal Code 13510.8. Serious misconduct is:

- Dishonesty
- Abuse of power
- Physical abuse
- Sexual assault
- Demonstrating bias
- Acts that violate the law that are sufficiently egregious or repeated
- Participation in a law enforcement gang
- Failure to cooperate with an investigation into potential police misconduct
- Failure to intercede

Background

Peace officers must be certified to work for POST participating agencies. POST has the statutory authority to conduct investigations into serious misconduct that may provide grounds for action against a peace officer's certification. Any allegations of serious misconduct must be reported to POST by the employing agency within 10 days.

Procedure

For all incidents that involve complaints or allegations of serious misconduct, personnel are responsible for the following:

Officer Responsibilities

- Immediately report all complaints or allegations of serious misconduct from a community member to your supervisor. This includes verbal complaints or allegations of serious misconduct made during your interaction with detainees.

Sergeant Responsibilities

- After receiving any complaint, charge, or allegation of serious misconduct against a peace officer, you must immediately submit a form via PowerTime.
 - Go to the Quick Links section and click on “Decertification: Allegations of Serious Misconduct” and submit form.
 - Route the form to the Professional Standards Unit.
- Keep in mind, this procedure is separate from the complaint process we have in effect. Refer to Policy 1020 which outlines our existing personnel complaint procedures.

Professional Standards Unit Responsibilities

- Submit a preliminary report to POST within **10 days** of receipt per Penal Code 13510.9(a)(2).
- Initiate an internal investigation.
- After the internal investigation is completed, submit a supplemental report and upload the completed internal investigation documents to POST. Submit all digital evidence to POST via Evidence.com.

Serious Misconduct

A peace officer may have their certification suspended or revoked if the person has engaged in any serious misconduct as described in Penal Code 13510.8. **We are required to submit all allegations of misconduct, including those that are frivolous, clearly unfounded, or exonerated.** There are no exceptions to this rule.

The definition of serious misconduct is (Penal Code 13510.8):

(1) Dishonesty relating to the reporting, investigation, or prosecution of a crime, or relating to the reporting of, or investigation of misconduct by, a peace officer or custodial officer, including, but not limited to, false statements, intentionally filing false reports, tampering with, falsifying, destroying, or concealing evidence, perjury, and tampering with data recorded by a body-worn camera or other recording device for purposes of concealing misconduct.

(2) Abuse of power, including, but not limited to, intimidating witnesses, knowingly obtaining a false confession, and knowingly making a false arrest.

(3) Physical abuse, including, but not limited to, the excessive or unreasonable use of force.

(4) Sexual assault, as described in subdivision (b) of Section 832.7.

(5) Demonstrating bias on the basis of race, national origin, religion, gender identity or expression, housing status, sexual orientation, mental or physical disability, or other protected status in violation of law or department policy or inconsistent with a peace officer's obligation to carry out their duties in a fair and unbiased manner. This paragraph does not limit an employee's rights under the First Amendment to the United States Constitution.

(6) Acts that violate the law and are sufficiently egregious or repeated as to be inconsistent with a peace officer's obligation to uphold the law or respect the rights of members of the public, as determined by the commission.

(7) Participation in a law enforcement gang. For the purpose of this paragraph, a "law enforcement gang" means a group of peace officers within a law enforcement agency who may identify themselves by a name and may be associated with an identifying symbol, including, but not limited to, matching tattoos, and who engage in a pattern of on-duty behavior that intentionally violates the law or fundamental principles of professional policing, including, but not limited to, excluding, harassing, or discriminating against any individual based on a protected category under federal or state antidiscrimination laws, engaging in or promoting conduct that violates the rights of other employees or members of the public, violating agency policy, the persistent practice of unlawful detention or use of excessive force in circumstances where it is known to be unjustified, falsifying police reports, fabricating or destroying evidence, targeting persons for enforcement based solely on protected characteristics of those persons, theft, unauthorized use of alcohol or drugs on duty, unlawful or unauthorized protection of other members from disciplinary actions, and retaliation against other officers who threaten or interfere with the activities of the group.

(8) Failure to cooperate with an investigation into potential police misconduct, including an investigation conducted pursuant to this chapter. For purposes of this paragraph, the lawful exercise of rights granted under the United States Constitution, the California Constitution, or any other law shall not be considered a failure to cooperate.

(9) Failure to intercede when present and observing another officer using force that is clearly beyond that which is necessary, as determined by an objectively reasonable officer under the circumstances, taking into account the possibility that other officers may have additional information regarding the threat posed by a subject.



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TRAINING BULLETIN

Use of Force Incidents: Preservation of Digital Evidence

NO: 24-04

DATE: 3/27/24

FOR FURTHER INFO CONTACT:
Lieutenant Alan Kuboyama

Purpose

The purpose of this training bulletin is to outline the procedures for preserving digital evidence associated with use of force incidents.

Procedure

For all incidents that involve a use of force, officers, sergeants, and lieutenants are responsible for the following:

Officer Responsibilities

- 1) Verify all digital files associated with the case have been uploaded to the server. Files include, but are not limited to, in-car camera videos, body worn camera footage, photographs, audio recordings, surveillance video footage, etc.
- 2) Ensure files are labeled with the case number and the *category* is tagged with “use of force” and the appropriate classification (i.e., felony, misdemeanor, admin interviews, etc.)

Sergeant Responsibilities

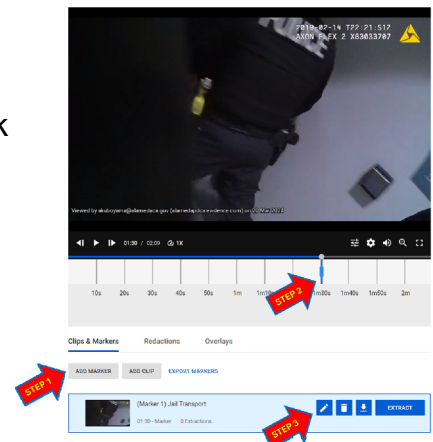
- 1) Review reports generated by all officers who were actively involved in the use of force
- 2) Verify officer(s) have completed all tasks outlined under *officer responsibilities*
- 3) Mark pertinent areas of the footage (i.e., when de-escalation techniques were used, when force was used, etc.)

Step 1: Open the video file and click ADD MARKER

Step 2: Move the scrub handle to the time you want to mark

Step 3: Click the *pen*, describe the file, click SAVE

Step 4: Repeat steps 2 and 3, as needed



4) Add associated files to a new case

Step 1: Click CASES

Step 2: Click CREATE CASE

Step 3: Enter a CASE ID

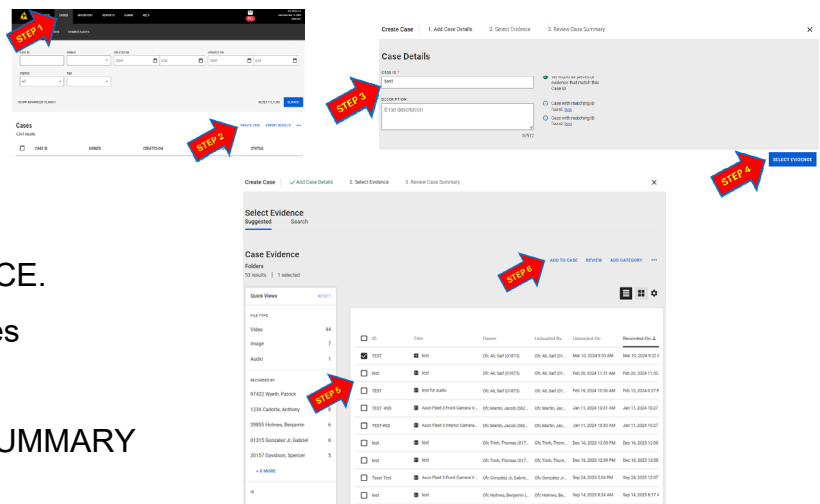
Step 4: Click SELECT EVIDENCE.

Step 5: Select all associated files

Step 6: Click ADD TO CASE

Step 7: Click REVIEW CASE SUMMARY

Step 8: Follow all prompts



Lieutenant Responsibilities

1) Verify officer(s) and sergeant(s) have completed all tasks outlined under their responsibilities

Support Services Personnel Responsibilities

1) Ensure compliance with the department's policy on the retention of case files. If files are not automatically purged, manually remove case files.

Additional Resources

Adding a marker:

https://my.axon.com/s/article/Working-with-Clips-and-Markers?language=en_US#AddMarker

Creating a case:

https://my.axon.com/s/article/Creating-a-Case?language=en_US



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TRAINING BULLETIN

**FLOCK Automated License Plate
Reader (ALPR)**

NO: 23-03

Issued: 3/9/2023
Revised: 3/23/2023

FOR FURTHER INFO CONTACT:

Sergeant Mike Ortega

This training bulletin provides an overview of the new Flock Automated License Plate Reader (ALPR) system for the Alameda Police Department. In addition to reviewing this training bulletin, staff shall familiarize themselves with Lexipol policy #462- Fixed Automated License Plate readers (ALPR).

The Alameda Police Department has deployed 35 Flock ALPR cameras.

Procedure

Authorized staff assigned to **Alameda Police Department** should receive an email from Flock to set up their user account. Training will be provided on the system to department members. Training must be completed prior to accessing the system.

1. Comcen will monitor the system and create a call for service when an alert is received. The call type will be LPR, and will include the location and vehicle information. There is no need to advise Comcen of the alert because authorized staff logged into the system will receive the alert. The ALPR alert should be treated like a BOLO. Any new reads at different cameras will be entered into the call for service. Dispatch will close the call for service after 30 minutes of the last notification.
2. Prior to taking enforcement action, staff shall verify the ALPR response through CLETS via dispatch or MDT. If any enforcement action is taken on an ALPR hit, staff shall not change the call type or create a new call. The call type shall remain as LPR and the appropriate classification code(s) for the relevant violation(s) shall be documented in the police report.
3. Investigative searches can be conducted using the ALPR system. When conducting an investigative search, authorized users shall ensure:
 - Access and searches of the database occur after supervisory approval and
 - The search documentation includes:
 - Verbal request for approval over the radio,

- Verbal approval by the supervisor over the air,
- The selection of “FLOCK” under the special circumstance tab on page 1 in RIMS,
- The associated case number/details documented in the ALPR system,
- The intended purpose of the access by assigned code documented in the ALPR system, and
- The documentation of the use of FLOCK with the name of the approving supervisor in the report narrative,

The ALPR system has the ability to create hotlists. Only Lieutenants are allowed to create custom hotlists.

Inquiries will be audited. The retention period for license plate hits is 30 days. When retaining license plates for evidentiary purposes, there is a drop-down menu option to upload license plate(s) directly to AXON evidence.com.

4. There is no intention to share our data with other agencies, with or without MOUs. However, if an outside agency requests data from our ALPR system, they must complete the License Plate Reader Data Request Form. The attached form needs to be approved by a commander and submitted to the ALPR Administrator’s designee for tracking and auditing purposes. The License Plate Reader Data Request Form will be on the “G drive” in the FLOCK-ALPR folder.



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TRAINING BULLETIN

TruNarc Analyzer

NO: 24-06

DATE: 5/29/2024

FOR FURTHER INFO CONTACT:

Officer Eric McKinley

PURPOSE AND SCOPE

This training bulletin provides an overview of the TruNarc Analyzer for the Alameda Police Department. In addition to reviewing this training bulletin for an overview of the essential operation of the device, officers should familiarize themselves with Lexipol policy #804.4.2 (Packaging Narcotics).

The Alameda Police Department has purchased one Thermo Scientific TruNarc Analyzer which functions to quickly identify narcotics and controlled substances, including key drugs of abuse and emerging threats like synthetic cathinones (bath salts) and cannabinoids, as well as common cutting agents and precursor chemicals.



PROCEDURE

Training

Officers shall NOT use the Analyzer without completion of requisite training.

Officers will complete an internet-based 2-hour TruNarc Operator Training Course (<https://tfs.docebosaas.com/trunarc/learn/signin>) and receive a laser activation code along with a certificate of completion via email. The certificate shall be submitted to the Training Unit Supervisor. The laser activation code shall not be shared with anyone who has not completed the training course. The laser inside the Analyzer is dangerous and must be handled according to the manufacturer's training.

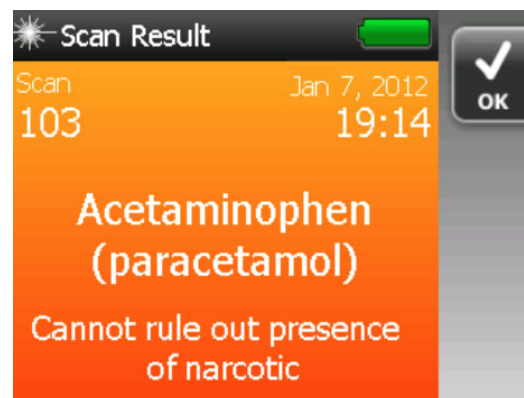
Use

Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected narcotics.

1. A "self check" should be conducted before and after each test to ensure the Analyzer is functioning correctly. Do not use the Analyzer if a "self check" fails twice consecutively.

Nishant Joshi Chief of Police

- a. Follow testing methods indicated by TruNarc's training.
 - b. Always scan using point and shoot or vial mode first.
 - c. If an Inconclusive or Clear result is received AND you suspect a specific narcotic is present, continue using the point and shoot method 3 or 4 additional times selecting different parts of the sample.
 - d. If you continue to receive inconclusive results but suspect a substance is present listed on the Type H Alarm category from the TruNarc library, then perform a Type H test.
2. The results of all tests shall be included in the officer's report with the following information:
- Scan number displayed on the screen
 - Date and time of results displayed on the screen
 - Full text of results
 - ex. "Acetaminophen (Paracetamol)
Cannot rule out presence of narcotic"
 - Type of test performed (Direct or Type H)
3. Any waste items which came into contact with suspected narcotics shall be sealed in a Kapak and placed in the HazMat bin. Clean any surfaces used to prevent cross-contamination. Cleaning wipes are available in the evidence booking area.
4. Relevant scan reports and their associated self-checks should be downloaded via the Admin software installed on the label printer laptop, and attached to the report.



Tests performed using the TruNarc Analyzer are presumptive only. Samples should still be retained but, in general, not sent to a lab for further testing until a district attorney requests a laboratory test.

Maintenance

The TruNarc Analyzer will be kept in the evidence booking area and shall not be removed except by a supervisor. If an officer desires the TruNarc Analyzer to be used in the field, the on-duty patrol sergeant will be responsible for transporting the device to and from the scene.

The Property and Evidence Technician is responsible for maintaining the Analyzer. A daily check that the Analyzer is located on the evidence booking desk shall be performed. If the Analyzer is missing, the Services Supervisor shall be notified immediately. Any damage, apparent neglect, or missing parts shall also be reported to the Services Supervisor.

The Services Supervisor shall ensure stock of the associated Type H Solution Kits (Thermo Scientific catalog # 810-01461-01) and vials (Thermo Scientific catalog # 400-01163-01) is maintained. An order should be placed when there are ten remaining solution kits or ten remaining vials, or when the kits expire within 30 days.



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TRAINING BULLETIN

Patrol Rifle Inspection and Storage Procedures

NO: 08-01
Update

DATE: 5/30/2024

FOR FURTHER INFO CONTACT:

Sergeant Kevin Horikoshi

The purpose for this training bulletin is to amend Training Bulletin 08-01 (Patrol Rifle Handling Procedures) which was last revised in 2008.

Pre-Shift Inspection

During a pre-shift inspection of the rifle, follow these procedures **IN SEQUENCE**:

1. Ensure the rifle is on "Safe".
2. Ensure the magazine is removed from the rifle.
3. Take the rifle, without a magazine, to a clearing tube.
4. Lock the bolt open and remove the bore flag.
5. Rack the charging handle at least 3 times to ensure there is no round chambered.
6. Lock the bolt open.
7. Visually and physically inspect the chamber, receiver, and magazine well for ammunition.
8. Check the electronic sight and flashlight. Replace batteries if needed.
9. Close the bolt on an empty chamber.
10. Close the ejection port cover, insert a loaded magazine, and place the rifle into the vehicle.

At this point, the condition of the rifle should be: rifle on "Safe", bolt forward on an unloaded chamber, magazine in the rifle, and ejection port closed.

After the Rifle is Deployed in the Field

After a rifle is deployed in the field, follow these procedures **IN SEQUENCE**:

1. Ensure the rifle is on "Safe".
2. Remove the magazine from the rifle.
3. Point the rifle in a safe direction and unload.

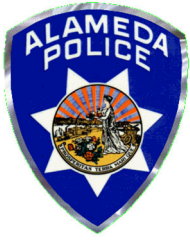
After these steps are complete, conduct the Pre-Shift Inspection.

Post Shift Inspection and Storage

When a rifle is taken into the Police Administration Building for storage, follow these procedures **IN SEQUENCE**:

1. Ensure the rifle is on "Safe".
2. Ensure the magazine is removed from the rifle.
3. Take the rifle, without a magazine, to a clearing tube.
4. Rack the charging handle at least 3 times to ensure there is no round chambered.
5. Lock the bolt open.
6. Visually and physically inspect the chamber, receiver, and magazine well for ammunition.
7. Insert a bore flag into the chamber and gently lower the bolt onto the bore flag.
8. Place the rifle into the approved storage location.

At this point, the condition of the rifle should be: rifle on "Safe", bore flag inserted, bolt forward on an unloaded chamber, and magazine out of the rifle.



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TRAINING BULLETIN

Narcan / Naloxone Procedure

NO: 18-03

Issued: 10/15/18
Revised: 6/7/24

FOR FURTHER INFO CONTACT:

Sergeant Alex Keden

Purpose

This training bulletin outlines the protocol for the use of Naloxone and the documentation required after use in the field.

Procedure

Training

Prior to being issued Naloxone, personnel must complete department approved training. The training will be provided to sworn personnel during the Field Training Program (FTP) and subsequently every two years during departmental Continued Professional Training (CPT). The Training Unit is responsible for ensuring that personnel receive the required training.

Issuing Kits

Naloxone kits will be issued by the Training Unit to all Officers and Sergeants assigned to the Field Services Bureau. Sworn personnel in other units will be issued Naloxone kits, as requested. Replacement Naloxone kits will be available from the Training Unit.

Using Naloxone

Personnel trained in the use of Naloxone are authorized to use it without prior approval in cases where an opiate overdose is suspected.

When administering Naloxone, personnel should maintain universal precautions against blood borne pathogens.

Prior to administration of Naloxone, personnel should assess the victim for lack of breathing, pulse, and unresponsiveness. Personnel should conduct a brief visual survey for any obvious evidence of drug use or exposure.

If it is suspected the victim is suffering from an opiate based overdose personnel will request the Alameda Fire Department or any Emergency Medical Services (EMS) in conjunction with the administration of Naloxone.

Naloxone shall be administered through the intranasal method only as approved by the local Emergency Services Director and in accordance with training guidelines.

Personnel administering Naloxone on anyone, including other members of this agency or other law enforcement agencies, shall notify the appropriate medical personnel so a more thorough assessment can be performed.

Documentation

All instances where Naloxone is administered in the field will be documented in a police report. If a crime report is not applicable, a MISC – Narcan report will be written. The employee authoring the report will also complete a digital Naloxone Use Form.

Responsibilities

User

- 1) Document administration of Naloxone in appropriate police report.
- 2) Complete digital Naloxone Use Form.
- 3) Obtain replacement Naloxone kit from Training Unit.

User's Supervisor

- 1) Review associated police reports.
- 2) Ensure completion of a digital Naloxone Use Form.



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TRAINING BULLETIN

**Crossroads Collision
(CHP 555 Report Writer)**

NO: 24-08

DATE: 08/14/24

FOR FURTHER INFO CONTACT:

Sergeant Alex Keden

Purpose

This training bulletin provides an overview of the Crossroads Collision (CHP 555 Report Writer) cellular phone application and its use in completion of traffic collision reports.

Procedure

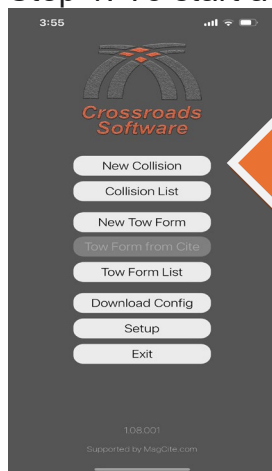
Go to the [App Store](#) and download the Crossroads Collision (CHP 555 Report Writer) application.



CHP 555 Report Writer

Username = badge number (S-number for Sergeants)
Password = 5-digit employee number

Step 1: To start a new report, select new collision



Step 2: Enter Scene Information and Coding

3:55

Scene Information

Report Number No Data Date & Time No Data

Occurred On No Data

Coding (Scene)

Primary Collision Factor No Data Weather No Data

Traffic Control Devices No Data

Step 3: Touch the barcode icon to scan CDL or ID cards of involved parties

3:55

Scene Information

Report Number No Data Date & Time No Data

Occurred On No Data

Coding (Scene)

Primary Collision Factor No Data Weather No Data

Traffic Control Devices No Data

If the involved party does not have a DL or ID in their possession, the information can be entered by touching the plus sign icon, choosing the involvement of the person and then entering the required information.

3:55

Scene Information

Please Select

- Driver
- Pedestrian
- Parked Vehicle
- Bicyclist
- Other
- Witness
- Passenger
- Import Party/Witness

Step 4 (option A): Once the information has been entered, it can be printed in the field. This option can be utilized if a traffic collision report is not required, and an information exchange is being facilitated. To print Driver Exchange Information, touch the printer icon

and select the desired language (English or Spanish). Information exchange will then print on your linked Zebra Air Printer



Step 4 (option B): If a traffic collision report is to be completed, the entered information can be imported to the desktop Crossroads Report Writer. The following steps only need to be completed the first time you are syncing your phone to the desktop

- Open Crossroads report writer on a desktop or laptop
- Select Tools and then Mobile Sync
- A QR code will appear on the screen

Go back to the mobile app and select setup. Then select Network Setup



Select Scan QR Code. Scan the QR and then “tap to continue”



This will link your cellular phone app with your desktop computer.

To upload your report information, choose the report from the collision list and touch the save icon. Select send with AirSync and then “tap to continue”.



The information will populate onto a CHP 555 form on the desktop Crossroads Report Writer. The report narrative can then be added. Below is an example of a Summary / Cause traffic collision narrative.

SUMMARY:

The intersection of Broadway and Lincoln Av is controlled only with stop signs in the eastbound and westbound directions of Lincoln Av. The northbound and southbound directions of Broadway are not controlled with any traffic control devices.

P1 was driving V1 westbound on Lincoln Av. P1 admittedly stated she did not see the posted stop sign and continued into the intersection when V2 collided with V1. P1 explained she believed the northbound and southbound directions had posted stop signs, which is why she continued into the intersection. P2 was driving V2 southbound on Broadway when V1 suddenly entered the intersection (without stopping at the stop sign). P2 attempted to stop; however, V2 collided with V1.

V1 had damage to the front bumper and right front fender. V2 had damage to the front bumper, hood, both headlights and both front fenders.

AREA OF IMPACT:

The AOI was determined by the location described by P2.

13'0" south of the north curb of Lincoln Av and 17'0" east of the west curb of Broadway.

CAUSE:

P1 caused the collision and was determined to be at fault for failure to stop at a limit line of a stop sign at the entrance of an intersection, a violation of 22450(a) CVC.



ALAMEDA POLICE DEPT.

1555 Oak Street
Alameda, CA 94501
(510) 337-8340
CA0010100

TRAINING BULLETIN

Use of Force Investigations (revised)

NO: 11-06
UPDATE

DATE: 8/30/2024

FOR FURTHER INFO CONTACT:

Lieutenant A. Kuboyama

As outlined in 832.13 PC and Policy 300.5.1, any use of force by an officer shall be reported immediately to a supervisor. *Force* is defined as the application of physical techniques/tactics, chemical agents, or weapons upon another person to:

- a. Defend against an assault, and/or
- b. Overcome resistance to arrest/custody, and/or
- c. Overcome flight from arrest/custody.

This Training Bulletin provides guidance on the types of investigations required when force is used upon another. Use of force investigations will be conducted by an uninvolved supervisor/commander to determine whether the application of force was compliant with the Department's Use of Force policy. "Uninvolved personnel" is a member who did not apply force or give direction to apply force. All recommendations to self-recuse shall be made to the next level supervisor for approval.

If a separate formal misconduct allegation is made, the Professional Standards Unit will conduct a parallel investigation.

Disclaimer: Ranks are listed with the assumption that the person who used force was a Police Officer. If other ranks were involved in the use of force, substitute these responsibilities with higher ranks, as appropriate.

Changes

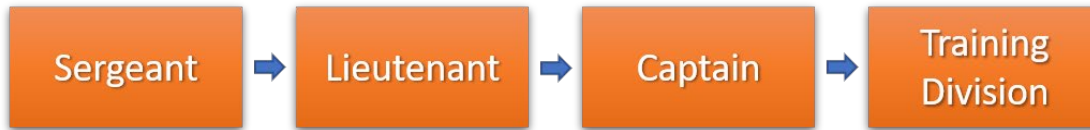
This Training Bulletin was amended to include the routing procedure previously outlined in Training Bulletin 16-04. No substantive changes were made.

Levels of Investigation (First Level, Second Level)

Type of Force Used	First Level Investigation	Second Level Investigation
Any force that resulted in an ongoing complaint of pain		X
Any force that resulted in any injury beyond first aid treatment that is not treated through self-care		X
Any force that resulted in visible injury to the face, head, neck, or throat		X
Any force where the individual alleged unreasonable force was used		X
Personal body weapon strikes where no contact was made (leg sweeps and takedowns are not considered personal body strikes)	X	
Personal body weapon strikes where contact was made (leg sweeps and takedowns are not considered personal body strikes)		X
Application of a body restraint device where the individual did not allege their breathing was restricted	X	
Application of a body restraint device where the individual alleged their breathing was restricted		X
Use of any tool or weapon (other than handcuffs) that resulted in no contact	X	
Use of any tool or weapon (other than handcuffs) that resulted in contact		X
<i>All other uses of force</i> that resulted in no internal or external injury beyond first aid treatment that is not treated through self-care	X	
Discharge of a firearm except during training		X
Deadly force		X

First Level Investigations

Routing Procedure



Sergeant Responsibilities

- By the end of the next business day:
 - 1) Create an entry in the Risk Management Reporting Portal.
 - 2) Preserve all digital evidence. *[Training Bulletin 24-04]*
 - 3) If the individual made an allegation of misconduct, initiate a separate complaint. Additionally, notify the Lieutenant and the Professional Standards Unit.
- Within 30 days of the incident:
 - 1) Summarize your force investigation in the Risk Management Reporting Portal. Determine whether each application of force was in/out of compliance with policies and training. You may consult with a subject matter expert (SME), but you shall not depend on the SME to come to a finding. See appendix for an exemplar.

Lieutenant Responsibilities

- By the end of the next business day:
 - 1) Determine the appropriate level of investigation based on incident circumstances. Elevate to *Second Level Investigation*, if required.
 - 2) If the individual made any allegation of misconduct, ensure a separate complaint was initiated.
- Within 30 days of receipt:
 - 1) Review the investigation and findings. If the findings do not comply with policies and training, or if there is a need for secondary review, refer the incident to the Use of Force Review Board.

Captain Responsibilities

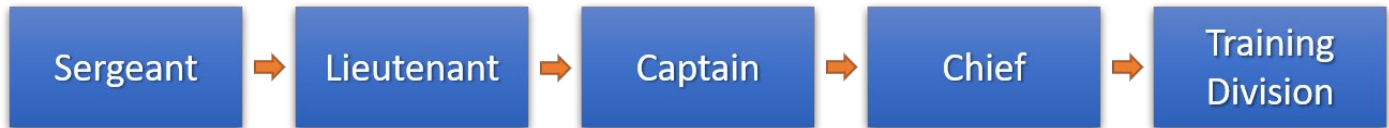
- Within 30 days of receipt:
 - 1) Review the final work product.
 - 2) Elevate to a *Second Level Investigation*, as needed.

Training Division Responsibilities

- Within 30 days of receipt:
 - 1) Provide training, if needed.

Second Level Investigations

Routing Procedure



Sergeant Responsibilities

- By the end of the next business day:
 - 1) Create an entry in the Risk Management Reporting Portal.
 - 2) Preserve all digital evidence. *[Training Bulletin 24-04]*
 - 3) If the individual made an allegation of misconduct, initiate a separate complaint. Additionally, notify the Lieutenant and the Professional Standards Unit.

Lieutenant Responsibilities

- By the end of the next business day:
 - 1) If the individual made any allegation of misconduct, ensure a separate complaint was initiated.
- Within 30 days of receipt:
 - 1) Summarize your force investigation in the Risk Management Reporting Portal. Determine whether each application of force was in/out of compliance with policies and training. You may consult with a subject matter expert (SME), but you shall not depend on the SME to come to a finding.

Captain Responsibilities

- Within 30 days of receipt:
 - 1) Review the investigation and findings. If the findings do not comply with policies and training, or if there is a need for secondary review, refer the incident to the Use of Force Review Board.

Chief Responsibilities

- Within 30 days of receipt:
 - 1) Review the final work product.

Training Division Responsibilities

- Within 30 days of receipt:
 - 1) Provide training, if needed.

Appendix A:

All incidents are unique and require an individualized assessment. This document should serve as a guide and NOT a template on how to complete a First Level Investigation. While the formatting and appearance should stay consistent, the content and investigation must be case specific.

Exemplar

Summary

On 1/1/2024 at about 1200 hours, Officer Furst and Officer Seckund responded to 1234 Main Street on a report of a person vandalizing the ABC Market. Upon arrival, both officers observed Subj-1 (Van Dawl) was spray painting the southern wall with images of balloons. As the officers exited their patrol vehicles, the business owner (Mai Bizz) met with the officers and stated he wanted Dawl arrested for vandalism.

Officer Furst and Officer Seckund approached Dawl on foot and Dawl appeared to alert to their presence by looking in their direction. Officer Furst told Dawl to put his hands behind his back. Dawl refused by saying, "Absolutely not!" Then, Dawl assumed a bladed fighting stance and began bouncing in place on his toes while aggressively raising his fists towards his upper chest and facial areas. Dawl said, "I'm a golden gloves champion. I knock people out for fun. Especially cops. You better call for back-up because I'm not going without a fight."

Officer Furst told Dawl, "Just put your hands behind your back. There's no reason to fight." Dawl said, "No. I'm going to fight," while continuing to bounce in place. Realizing Dawl was refusing Officer Furst's attempts to de-escalate, Officer Furst immediately closed distance on Dawl's left side and took hold of Dawl's left arm to place him into handcuffs.

Dawl began pulling away from Officer Furst while Officer Furst attempted to maintain his grip. Dawl was able to momentarily break free from Officer Furst but Officer Furst quickly reacquired his hold and applied a bent wrist control hold onto Dawl's left wrist. Officer Furst shouted, "Stop resisting!" Dawl continued attempting to pull away while shouting, "I'm not going to let you handcuff me!"

Officer Seckund recognized Dawl was resisting Officer Furst's attempts to put him into handcuffs and quickly approached Dawl on his right side while also shouting, "Stop resisting and just put your hands behind your back!" Dawl ignored these commands and continued trying to break Officer Furst's grip. Officer Seckund took a hold of Dawl's right shoulder area of his shirt with her left hand while applying a takedown with her right leg.

The takedown was effective, and Dawl fell onto his back. Dawl said, "Ok, I give up!" The takedown caused Officer Furst to lose his grip of Dawl's left arm. However, Officer Seckund maintained her grip of Dawl's shirt and told Dawl, "Ok, roll onto your stomach and put your hands behind your back." Dawl complied and rolled onto his stomach with his hands behind his back. Officer Furst placed Dawl into handcuffs and immediately placed him into the recovery position by standing him up.

Appendix A (cont'd):

Analysis

This incident involved the following applications of force:

Use of Force #	Type	Description
1	Control Hold	Officer Furst attempted to maintain his grip of Dawl's left arm.
2	Bent Wrist Control Hold	Officer Furst applied a bent wrist on Dawl's left wrist.
3	Takedown	Officer Seckund applied a takedown.

This incident was investigated as a first level investigation. The following areas were assessed:

- 1) De-Escalation
- 2) Immediacy of Threat
 - Intent (of the subject)
 - Means (weapons and/or instrumentality)
 - Opportunity (time/location proximity)
 - Ability (physical ability)
- 3) Active Resistance
 - Fight and/or
 - Flight
- 4) Severity of Crime(s)

Appendix A (cont'd):

Use of Force # 1	
De-Escalation	Upon initial contact, Officer Furst told Dawl to put his hands behind his back numerous times. Dawl refused.
Immediacy of Threat (Intent)	Dawl demonstrated his intent by refusing to put his hands behind his back. Instead, Dawl assumed an aggressive fighting stance and saying, "I'm a golden gloves champion. I knock people out for fun. Especially cops. You better call for back-up because I'm not going without a fight."
Immediacy of Threat (Means)	Dawl had not been searched so it was not possible for the officers to know whether he possessed any weapons. However, he put his fists up and his threats would cause a reasonable person to believe he intended on using his personal body weapons to harm/resist the officers.
Immediacy of Threat (Opportunity)	The officers were physically present and were not required to end the interaction. The threat was happening at that moment and in close physical proximity to the officers.
Immediacy of Threat (Ability)	Based on his actions of physically bouncing in place with his fists up, it was reasonable to believe Dawl was physically able to carry out his threats.
Severity of Crime(s)	The initial reason for the arrest was for vandalism. However, when officers initiated the arrest for vandalism, Dawl refused to comply and threatened the officers with violence.
Finding for Use of Force # 1	Officer Furst's decision to take a hold of Dawl's left arm to place him into handcuffs was appropriate. When Dawl began pulling away, Officer Furst's decision to try to maintain his grip was appropriate. I found this application of force IN COMPLIANCE.

Appendix A (cont'd):

Use of Force # 2	
De-Escalation	After Use of Force #1, Dawl was able to break Officer Furst's grip of his left arm. Officer Furst immediately reacquired his grip of Subj1-s left arm and applied a bent wrist control hold while shouting, "Stop resisting!"
Immediacy of Threat (Intent)	Dawl did not comply with Officer Furst's commands to stop resisting and responded by saying, "I'm not going to let you handcuff me!" This demonstrated Dawl's intent to not allow Officer Furst to handcuff him.
Immediacy of Threat (Means)	Dawl had not been searched so it was not possible for the officers to know whether he possessed any weapons. However, he had already broken away from Officer Furst once and this would cause a reasonable person to believe he intended on using his personal body weapons to harm/resist the officers.
Immediacy of Threat (Opportunity)	The officers were physically present and were not required to end the interaction. The threat was happening at that moment and in close physical proximity to the officers.
Immediacy of Threat (Ability)	Based on his actions of breaking Officer Furst's grip, it was reasonable to believe Dawl was physically able to carry out his threats.
Severity of Crime(s)	The initial reason for the arrest was for vandalism. However, when officers initiated the arrest for vandalism, Dawl refused to comply and threatened the officers with violence. Once the officers made physical contact with Dawl, Dawl physically resisted by breaking Officer Furst's hold of his arm.
Finding for Use of Force # 2	Officer Furst's decision to reacquire his grip of Dawl and transition into a bent wrist control hold was appropriate. I found this application of force IN COMPLIANCE.

Appendix A (cont'd):

Use of Force # 3	
De-Escalation	After Use of Force #2, Dawl continued to refuse putting his hands behind his back. Officer Seckund shouted "Stop resisting and just put your hands behind your back!"
Immediacy of Threat (Intent)	Dawl did not comply with either officers' commands to stop resisting or to put his hands behind his back. This demonstrated Dawl's intent to not allow the officers to handcuff him.
Immediacy of Threat (Means)	Dawl had not been searched so it was not possible for the officers to know whether he possessed any weapons. However, he had already broken away from Officer Furst once and this would cause a reasonable person to believe he intended on using his personal body weapons to harm/resist the officers.
Immediacy of Threat (Opportunity)	The officers were physically present and were not required to end the interaction. The threat was happening at that moment and in close physical proximity to the officers.
Immediacy of Threat (Ability)	Based on his actions of breaking Officer Furst's grip and refusing the officers' commands to put his hands behind his back, it was reasonable to believe Dawl was physically able to carry out his threats.
Severity of Crime(s)	The initial reason for the arrest was for vandalism. However, when officers initiated the arrest for vandalism, Dawl refused to comply and threatened the officers with violence. Once the officers made physical contact with Dawl, Dawl physically resisted by breaking Officer Furst's hold of his arm.
Finding for Use of Force # 3	Officer Seckund's decision to apply a takedown of Dawl was appropriate. I found this application of force IN COMPLIANCE.

There were no additional applications of force after Use of Force # 3. Subj-1 complied with the officers and was handcuffed without further incident. Both officers appropriately de-escalated by not applying any additional uses of force.

Sgt. S. Reddit
Sergeant of Police
Patrol Division, Team C/5th Platoon



ALAMEDA POLICE DEPT.
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TRAINING BULLETIN

AI Generated Reports

NO: 24-07

DATE: 8/22/24

FOR FURTHER INFO CONTACT:

Sergeant Alex Keden

Purpose

The purpose of this Training Bulletin is to outline the proper procedure for using Generative Artificial Intelligence to assist in the completion of police reports. AI allows the user to generate a report narrative. Only personnel who have completed the Field Training Program may use this technology. The Alameda Police Department endeavors to provide a high level of personalized service to our community. At the same time, personnel **shall** ensure accurate reporting.

The Department acknowledges officers rely on memory and notes from an interaction with the public to prepare a final report. In doing so, officers could become overly focused on taking notes at the expense of engaging community members. In general, the speed of speech is greater than the speed of typing. The benefits of leveraging AI include assisting personnel who don't have advanced specialized typing skills and training. Additionally, officers could become focused on their computer screens as they type. This could compromise their safety.

As such, the Department authorizes the use of AI to generate reports. This will allow officers to demonstrate more care/concern through eye contact during an interaction with community members. Furthermore, officers can use this technology after the call for service without compromising their safety to generate a transcript. That transcript can be used to generate a final report summary.

The use of AI generated reports is prohibited if either of the following circumstances exist:

1. The incident involved a violent felony.
2. The incident involved an identified suspect and/or viable suspect leads.

*****All reports shall be reviewed for accuracy before submission*****

*****Inaccurate report writing could lead to discipline, credibility issues, and placement on the Brady and/or Decertification lists.*****

Refer to Lexipol Policy 396 – Generative Artificial Intelligence Use for additional information.



ALAMEDA POLICE DEPT.
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TRAINING BULLETIN

Non-Pursuit Vehicle Collision Investigations

NO: 24-10

DATE: 8/30/2024

FOR FURTHER INFO CONTACT:

Lieutenant A. Kuboyama

A non-pursuit vehicle collision is any collision involving an on-duty police employee. Refer to Training Bulletin 24-09 for collisions arising from a pursuit.

The purpose of this Training Bulletin is to outline the investigative steps previously outlined in Training Bulletin 16-04.

Disclaimer: Ranks are listed with the assumption that the person who was involved in the collision was a Police Officer. If other ranks were involved, substitute these responsibilities with higher ranks, as appropriate.

Non-Pursuit Vehicle Collisions

Routing Procedure



Sergeant Responsibilities

- By the end of the next business day:
 - 1) Create an entry in the Risk Management Reporting Portal.
 - 2) Preserve all digital evidence. *[Training Bulletin 24-04]*
 - 3) If the individual made an allegation of misconduct, initiate a separate complaint. Additionally, notify the Lieutenant and the Professional Standards Unit.
- Within 30 days of the incident:
 - 1) Provide an overview of the incident and explain your review of the risk factors.
 - 2) Identify training points, if any.

Lieutenant Responsibilities

- By the end of the next business day:
 - 1) If the individual made any allegation of misconduct, ensure a separate complaint was initiated.
- Within 30 days of receipt:
 - 1) Review the investigation. If your findings do not comply with policies and training, or if there is a need for secondary review, refer the incident to a Review Board.

Captain Responsibilities

- Within 30 days of receipt:
 - 1) Review the final work product.

Training Division Responsibilities

- Within 30 days of receipt:
 - 1) Provide training, if needed.



ALAMEDA POLICE DEPT.
1555 Oak Street
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(510) 337-8340
CA0010100

TRAINING BULLETIN

Vehicle Pursuit Investigations

NO: 24-09

DATE: 8/30/2024

FOR FURTHER INFO CONTACT:

Lieutenant A. Kuboyama

A vehicle pursuit is an event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a motor vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to an officer's signal to stop. Refer to Training Bulletin 24-10 for non-pursuit collisions involving an on-duty police employee.

The purpose of this Training Bulletin is to outline the investigative steps previously outlined in Training Bulletin 16-04.

Disclaimer: Ranks are listed with the assumption that the person who was involved in the pursuit was a Police Officer. If other ranks were involved, substitute these responsibilities with higher ranks, as appropriate.

Vehicle Pursuits (no collision)

Routing Procedure



Sergeant Responsibilities

- By the end of the next business day:
 - 1) Create an entry in the Risk Management Reporting Portal.
 - 2) Preserve all digital evidence. *[Training Bulletin 24-04]*
 - 3) If the individual made an allegation of misconduct, initiate a separate complaint. Additionally, notify the Lieutenant and the Professional Standards Unit.
- Within 30 days of the incident:
 - 1) Provide an overview of the incident and explain your review of the risk factors.
 - 2) Identify training points, if any.

Lieutenant Responsibilities

- By the end of the next business day:
 - 1) If the individual made any allegation of misconduct, ensure a separate complaint was initiated.
- Within 30 days of receipt:
 - 1) Review the investigation. If your findings do not comply with policies and training, or if there is a need for secondary review, refer the incident to a Review Board.

Captain Responsibilities

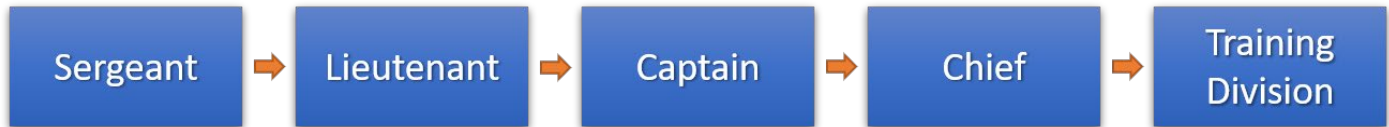
- Within 30 days of receipt:
 - 1) Review the final work product.

Training Division Responsibilities

- Within 30 days of receipt:
 - 1) Provide training, if needed.

Vehicle Pursuits (collision)

Routing Procedure



Sergeant Responsibilities

- By the end of the next business day:
 - 1) Create an entry in the Risk Management Reporting Portal.
 - 2) Preserve all digital evidence. *[Training Bulletin 24-04]*
 - 3) If the individual made an allegation of misconduct, initiate a separate complaint. Additionally, notify the Lieutenant and the Professional Standards Unit.
- Within 30 days of the incident:
 - 1) Provide an overview of the incident and explain your review of the risk factors.
 - 2) Identify training points, if any.

Lieutenant Responsibilities

- By the end of the next business day:
 - 1) If the individual made any allegation of misconduct, ensure a separate complaint was initiated.
- Within 30 days of receipt:
 - 1) Summarize your investigation in the Risk Management Reporting Portal. Determine whether the vehicle pursuit was in/out of compliance with policies and training.

Captain Responsibilities

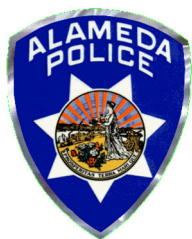
- Within 30 days of receipt:
 - 1) Review the final work product.
 - 2) Review the investigation and findings. If the findings do not comply with policies and training, or if there is a need for secondary review, refer the incident to a Review Board.

Chief Responsibilities

- Within 30 days of receipt:
 - 1) Review the final work product.

Training Division Responsibilities

- Within 30 days of receipt:
 - 1) Provide training, if needed.



ALAMEDA POLICE DEPT.

1555 Oak Street
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CA0010100

TRAINING BULLETIN

Report Voiding Procedures

NO: 25-01

DATE: 2/11/2025

FOR FURTHER INFO CONTACT:

Lieutenant S. Mountain

Policy 344 REQUIRED REPORTING provides the guidelines for when a report should be generated. On rare occasions, a report may need to be voided because it was generated in error. For example, two officers on the same scene request a report number for the same incident, and two different report numbers are assigned. One of the reports should be voided.

Anytime a report number is generated, the primary Officer is responsible for documenting the details of the incident, even if the report is going to be voided. The documentation should be in the narrative of the voided report. For example, "This report number was generated in error. The RP previously reported this same incident to Officer Smith on 1/1/2025. Report 25-00001 already documented these events. With Sergeant Smith's #S-9 approval, this report is voided."

In addition to the voided report narrative, the Officer should write notes in CAD explaining the details of the call for service and the disposition (complete an IC). For example, "RP came to APD to get advice about issues they are having with their landlord. I provided advice and recommended they seek legal counsel from a civil attorney if they felt it was necessary."

Officers should get approval from their direct supervisor prior to voiding any report and that supervisor's name and badge number should be included in the documentation as described above.

The approving supervisor should add a note in CAD confirming they were advised and approved of the request to void the report. This note will become part of the IC documentation.

If a supplemental report is generated in error, the Officer should write in the narrative "supplemental was created in error, please delete." The Officer will approve the supplemental. The supervisor will approve the supplemental, and it will notify the Records Unit to remove the supplemental from the report once they review it. As a fail-safe, it is recommended that an e-mail is sent to the Records Unit manager to notify them of the voided supplemental report that needs to be deleted.

In cases where a report number is generated based on details learned at the start of the investigation, and then it is later learned the facts and details show the alleged incident to be unfounded, NIBRS requires these reports to be completed with the disposition of unfounded. These should **NOT** be voided reports.

NOTE: Ranks used below indicate actions being done by Officers, but this applies to all ranks.

Proper procedures and documentation steps if voided on the same date the report was generated:

Officer Responsibilities:

- Officer requests a report number from ComCen and the number is provided. Officer later determines the report should be voided.
- Officer speaks with their direct supervisor to explain why the report should be voided. If the supervisor approves of the voided report, the officer will advise over the radio to let ComCen know the report will be voided/canceled.
- In RIMS Officer will show, on page 1, the report type to be “Voided”, the offense to be “Voided”, the status as “Closed” and the address should be changed to 1555 Oak Street, Alameda. All other necessary fields should be completed (date, time, special circumstances). The persons tab should be completed to include, at a minimum, the community member who was contacted during the call for service. This will allow their identity and contact information to be viewed and searchable, if needed. Officer will document in the report narrative the circumstances that caused the report to be generated, the reason it will be voided, and which supervisor approved of the voided report.
- Complete an IC - Officer will document in the CAD notes the details of the call for service, the service they provided, and the call disposition. The approving supervisor badge number will be documented in the CAD notes indicating they were advised of, and approve of the report voiding.

IMPORTANT: If the voided report number was provided to a member of the community, the Officer has the responsibility of contacting that community member to explain the report number they were provided would no longer be valid and they should not expect a copy from our Records Unit. Officer should instead provide the community member with the CAD number associated with the IC notes they completed. Communication with the community member should occur on the same date the report number is voided. The conversation about the voided report should be recorded and uploaded to Evidence.com.

Supervisor Responsibilities:

- The approving supervisor should add a note in CAD confirming they were advised and approved of the request to void the report. This note will become part of the IC documentation.
- Enter the voided report in the Report Review Log. Include the “report type”, “handling officer” (the officer who voided the report), and “reviewed by” (the supervisor badge number who entered the voided report into the log). This supervisor may or may not be the same who approved the voided report.

If the report is held beyond the date it was generated and voided at a later date:

After completing all the above-listed steps, the Officer is responsible for notifying the Records Unit Manager to advise them of the voided report number. The preferred method of communication is e-mail so the communication is digitally saved and can be found at a later date if needed.

HOW TO VOID A CASE NUMBER:

1. Click “Cases”

[RIMS](#)[People](#)[CAD](#)[Cases](#)[Citations](#)[Vehicles](#)

2. Search for the case

Case #	21-00900	2/25/2021	484(A) PC: Pett
Case #	<input type="text"/>	<input type="button" value="Enter"/>	<input type="button" value="Cancel"/> <input type="button" value="Add Ca"/>

3. Click “Officers” tab on left column and change “Prepared By” to your name

21-00921	Preparation/Approval	
	Prepared By	GASSEN, JENNIFER
	Assisted By	

4. Go back to “Page 1” and
 - 4.1. Change “Type” to Voided
 - 4.2. Change “Offense” to Voided
 - 4.3. Change “Address” to 1555 Oak St.
 - 4.4. Then continue to “Narrative” tab on left column

1: Case 21-00921

21-00921	Case #	21-00921	<input checked="" type="checkbox"/> Turned In	Offense	Voided #2	Description	Voided
	Inc #	2102200011	<input type="checkbox"/> Locked				
	Type	Voided #1					
	Date						
	Time	0000 0000	<input type="checkbox"/> Unknown				
	Day						
	Officer	GASSEN, JENNIFER					
	Address	1555 OAK ST #3					
	Apt		Zip		Date Reported	02/26/2021	
	City	Alameda			Time Reported	0559	

Area 319 Beat 3 Division

- Click “Add Supplement” button.
- When pop up screen shows, make sure your name is under the “Officer” box then click “Enter”
- Enter your supplement for why the report was canceled, for example “ISSUED IN ERROR”. Once completed, make sure to check “Body Cam Not Recorded”(#1), check “Completed”(#2) then click save(#3).

- Back on main “Case” screen, Click “Save”

1: Case 21-00921

N/S	Date	Officer	Approval Officer	Status
Narr	2/26/2021	Gassen, Jennifer	Kaanehe, John	Ready for Recds Review

21-00921

Page 1
Page 2
Persons
Property
Vehicles
Narrative
Accident
Officers
Photos
Attachments
Queries
Audit
Notes
Ofcr Assault/UOF
Assoc Cases

Always click SAVE!!

Add Supplement Print Multiple Supps

Prev UCR Save Cancel History Print

If done correctly it will say ready for supervisor approval or in this case “Ready for Records Review”



ALAMEDA POLICE DEPT.
1555 Oak Street
Alameda, CA 94501
(510) 337-8340
CA0010100

TRAINING BULLETIN

AI Generated Reports - Revised

NO: 24-07

Original: 8/22/24

Revised: 6/2/25

FOR FURTHER INFO CONTACT:

Lieutenant
Spencer Mountain

Purpose

The purpose of this revision is to expand the list of incident types for which AI-generated reports are authorized.

Generative Artificial Intelligence to assist in the completion of police reports allows the user to generate a report narrative. Only personnel who have completed the Field Training Program may use this technology. The Alameda Police Department endeavors to provide a high level of personalized service to our community. At the same time, personnel shall ensure accurate reporting. Refer to Lexipol Policy 396 – Generative Artificial Intelligence Use.

The Department acknowledges officers rely on memory and notes from an interaction with the public to prepare a final report. In doing so, officers could become overly focused on taking notes at the expense of engaging community members. In general, the speed of speech is greater than the speed of typing. The benefits of leveraging AI include assisting personnel who don't have advanced specialized typing skills and training. Additionally, officers could become focused on their computer screens as they type. This could compromise their safety.

As such, the Department authorizes the use of AI to generate reports. This will allow officers to demonstrate more care/concern through eye contact during an interaction with community members. Furthermore, officers can use this technology after the call for service without compromising their safety to generate a transcript. That transcript can be used to generate a final report summary.

The use of AI-generated reports is prohibited if the following circumstances exist:

1. The incident involved a felony against a person, except 273.5 PC.
2. Any incident where a person was detained or arrested.

*****All reports shall be reviewed for accuracy before submission*****

*****Inaccurate report writing could lead to discipline, credibility issues, and placement on the Brady and/or Decertification lists.*****



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TRAINING BULLETIN

**Federal Criminal Immigration
Arrest Warrants**

NO: 25-02

DATE: 6/24/2025

FOR FURTHER INFO CONTACT:

Captain A. Kuboyama

Purpose

Like all California municipalities, the City of Alameda will follow state law stemming from the California Values Act (SB 54, 2017, Government Code § 7284.6). This bill aims to protect immigrant communities in California and limits the involvement of state and local law enforcement in federal immigration enforcement activities, ensuring resources are not used for federal immigration enforcement. Our goal is to maintain a trusting relationship with our immigrant communities which is essential for public safety.

The purpose of this training bulletin is to differentiate between a *civil immigration detainer* and a *criminal immigration warrant*. Criminal immigration warrants are issued by a federal judge and are valid arrest warrants. Civil immigration detainers are issued by the U.S. Department of Homeland Security and do not have the same legal effect as an arrest warrant issued by a judge. If you encounter an individual with a criminal warrant issued by a federal judge under 8 U.S.C. § 1326(a) or (b), they must be arrested and booked into jail following the same procedures applicable to any other criminal warrant.

Background

Historically, immigration authorities have used civil detainers to allow officials across the United States to detain subjects for removal and deportation purposes. The California Values Act prohibits California law enforcement agencies from enforcing or acting upon these civil detainers.

Recently, federal immigration officials have begun utilizing United States District Courts to issue criminal immigration arrest warrants under Title 8, United States Code, Sections 1326(a) and 1326(b). The California Values Act does not prohibit California law enforcement officers from acting upon criminal immigration arrest warrants.

Title 8, United States Code Section 1326(a) addresses the reentry of previously deported persons into the United States. It makes it a criminal offense for a person to enter, attempt to enter, or be found within the United States after being deported, excluded, or removed without the express consent of the Attorney General.

Title 8, United States Code Section 1326(b) outlines the criminal penalties for a person who reenters the United States after being removed, excluded, or deported, or after departing the United States while an order of exclusion, deportation, or removal is outstanding. The circumstances of the removal are linked to prior criminal history.

Nishant Joshi Chief of Police

This statute applies to individuals who have 1) previously been deported, 2) have reentered the United States, and 3) may include those who have committed offenses after reentry.

Procedure

When encountering an individual with a valid warrant issued by a judge under 8 U.S.C. § 1326(a) or (b):

1. Confirm the warrant's validity via NCIC or the listed agency.
2. Arrest and book the person into jail.

Immigration Detainer - Do not enforce

CA [REDACTED]
***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.
WARNING REGARDING FOLLOWING RECORD - SUBJECT OF [REDACTED] IS A
PREVIOUSLY DEPORTED FELON. [REDACTED] FOR IMMEDIATE
HIT CONFIRMATION AND AVAILABILITY OF BUREAU OF IMMIGRATION AND
CUSTOMS ENFORCEMENT DETAINER.
MKE/IMMIGRATION VIOLATION - DEPORTED FELON
ORI/ [REDACTED] NAM/ [REDACTED] SEX/ [REDACTED] RAC/ [REDACTED] POB/ [REDACTED]
DOB/ [REDACTED] HGT/ [REDACTED] WGT/ [REDACTED] EYE/ [REDACTED] HAIR/ [REDACTED] FBI/ [REDACTED]
FPC/ [REDACTED] MNU/ [REDACTED] SOC/ [REDACTED]
OFF/SUBJECT IS A DEPORTED CRIMINAL/AGGRAVATED FELON
OCA/ [REDACTED]
VLD/ [REDACTED]
DNA/ [REDACTED]
ORI IS BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT, LAW ENFORCEMENT SUPPORT CENTER
[REDACTED]
DOB/ [REDACTED]
AKA/ [REDACTED]
AKA/ [REDACTED]
AKA/ [REDACTED]
AKA/ [REDACTED]
MNU/ [REDACTED]
MNU/ [REDACTED]
MNU/ [REDACTED]
SOC/ [REDACTED]
NIC/ [REDACTED] DTE/ [REDACTED] 1348 EDT DLU/ [REDACTED] 1922 EDT
***** THIS RECORD MAY ONLY BE USED BY CRIMINAL JUSTICE AGENCIES FOR
CRIMINAL JUSTICE PURPOSES.
***** END OF IMMIGRATION VIOLATOR FILE RESPONSE. *****

Criminal Immigration Warrant – Enforceable

***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.
MKE/WANTED PERSON
EXL/1 - FULL EXTRADITION
ORI/ [REDACTED] NAM/ [REDACTED] SEX/ [REDACTED] RAC/ [REDACTED] POB/ [REDACTED]
DOB/ [REDACTED] HGT/ [REDACTED] WGT/ [REDACTED] EYE/ [REDACTED] HAIR/ [REDACTED] CTZ/ [REDACTED]
SKN/ [REDACTED] SC FHD
MNU/ [REDACTED]
OFF/ILLEGAL ENTRY
DOW/ [REDACTED] OCA/ [REDACTED]
MIS/CRIMINAL WARRANT IN VIOLATION OF TITLE 8 USC 1326(A), ILLEGAL ALIEN FOUND IN
MIS/ THE UNITED STATES FOLLOWING DEPORTATION, ISSUED BY THE US DISTRICT COURT,
MIS/CENTRAL DISTRICT OF CALIFORNIA
DNA/ [REDACTED]
ORI IS DHS LAW ENFORCEMENT SUPPORT CENTER [REDACTED]
DOB/ [REDACTED]
DOB/ [REDACTED]
DOB/ [REDACTED]
DOB/ [REDACTED]
AKA/ [REDACTED]
AKA/ [REDACTED]
AKA/ [REDACTED]
AKA/ [REDACTED]
AKA/ [REDACTED]