

SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 41.1

FIELD OPERATIONS: ADMINISTRATION

AMENDED DECEMBER 2014

41.1.1 24 Hour Coverage

All patrol schedules are designed to ensure that there is always a uniform presence in the field. Dayshift patrol hours are 0600 - 1700. Midnight patrol hours are 1100-2200 hours. Swing shift patrol hours are 1500 – 0200 hours. Midnight patrol hours are 2030 – 0730 hours.

41.1.2 Shift Assignments

Assignments to Patrol shifts are done by seniority. Although a group of officers may be assigned to the same team, workdays may vary, due to staffing needs. As a result of work-study analysis, the number of officer positions on each team is determined, along with the number of officer positions needed for each day of the week.

Shift rotations generally will occur each March, and September. Based on Departmental seniority, each member will be allowed to bid for an opening on a patrol team. Patrol team assignments will be for six months

The exception to the above will be officers who are still on probation. These officers will be administratively assigned to teams, as a function of the FTO program. These assignments should last for approximately thirteen weeks, when the officer may be assigned to another team. The purpose of this rotation is to provide the employee an opportunity to work a variety of shifts, for different supervisors, and to allow for varied supervisory input into the progress of the probationary officer.

There are no limitations on how long an officer may remain on any given team, as long as his/her seniority allows for continued bidding to that team.

Team Sergeants are responsible for the assignment of personnel to the respective beats. The team Sergeants are given flexibility in order to achieve the best utilization of personnel in providing coverage during their respective shifts.

Beat rotation, when allowed, will be considered as part of the Department's commitment to Problem Oriented Policing within the Operations Division.

Days off are determined by team assignment.

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41.1.3 Shift Briefing

It is the responsibility of the Team Sergeant(s) to see that personnel are properly assigned, inspected, and briefed on all pertinent information available at the time of briefing.

Briefing will be conducted at the beginning of each shift, on a daily basis, unless specific activities preclude holding briefing.

Briefings should normally last fifteen minutes, and may last up to thirty minutes if specific training is being presented.

Officers will be in full uniform during briefing, unless working a non-uniform assignment. The uniform must be clean and well pressed, and all gear and footwear must be clean and well polished.

Team sergeants will conduct regular inspections of their team members. This inspection will include:

- Personal care and grooming
- Uniform
- Equipment

The briefing will be conducted by the team Sergeant(s), who will see to it that all personnel are properly briefed and updated on all directives, new information (wanted persons, stolen vehicles, major investigations, etc.) and any changes in schedules and assignments.

Prior to dismissal from briefing, the Sergeant(s) should check with all officers present and see if any of them have any pertinent information to disseminate to the others present.

41.1.4 Special Purpose Vehicles/Animals

The City of Santa Clara has a variety of Special Purpose Vehicles. This directive governs their operations and includes the following provisions:

- A statement of the objectives of their operation or usage
- Instructions, conditions and limitations of usage
- Authorization for use in various situations
- Qualifications and training for personnel assigned to operate the vehicle
- Designation of position or person responsible for the condition and maintenance of the vehicle
- A listing of equipment, if any, to be kept in or on the vehicle
- A listing of persons or positions authorized to operate the vehicle and its equipment.
- Canine Vehicles

- Canine vehicles are used for transporting the Santa Clara Police Department canines and handlers during patrol operations.
- The canine vehicles shall be limited to use by the Canine Officers for patrol and canine operations, as outlined in this manual.
- The Chief of Police or his designee must authorize the use of the canine vehicles in other situations.
- Canine vehicle operators must possess a valid California driver's license, and be employed by the Santa Clara Police Department.
- Canine officers shall be responsible for the condition and maintenance of their assigned vehicle.

Canine Vehicles

The canine vehicles shall be equipped with the following:

- First aid kit
- Canine care items
- Spare leads and collars
- Training equipment, as required
- Remote door opening device.

Only canine officers are authorized to operate the canine vehicles and equipment.

Special Response Team (SRT/HNT) Vehicles

The SRT vehicles provides the transport of personnel and equipment for the SRT and serves as a Mobile Communications and Command Center in the event of a high-risk situation, natural disaster, or civil disturbance.

The SRT vehicles shall be limited to use by the Special Response Team and for special operations training.

The Chief of Police (or designee) must authorize the use of the SRT vehicles in other situations.

Persons operating the SRT vehicles must possess a valid California driver's license and be employed by the Santa Clara Police Department.

The Sergeant assigned as the SRT supervisor will be responsible for the condition and maintenance of the SRT vehicles.

Only the SRT supervisor (or designee) is permitted to operate the vehicles. Any equipment stored in the SRT vehicles is restricted to use by the Special Response Team unless otherwise approved by the Chief of Police or designee.

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Parking Control Vehicles

The parking control vehicles are used by the parking Community Service Officers during their tour of duty.

The parking control vehicles shall be limited to use by the parking Community Service Officers.

The Chief of Police or designee must authorize the use of the parking control vehicles in other situations.

Parking control vehicle operators must possess a valid California driver's license, and be employed by the Santa Clara Police Department.

Parking Community Service Officers shall be responsible for the condition and maintenance of their assigned vehicles.

The parking control vehicles shall be equipped with the following:

- Flares
- First aid kit
- Fire extinguisher

Prisoner Transport Van

The prisoner transport van provides for the transportation of a large number of prisoners at one time, in two separate prisoner compartments.

The prisoner transport van shall be used only during special operations, or when necessary to transport a group of prisoners at one time.

The on duty patrol supervisor must authorize the use of prisoner transport van in other situations.

Persons operating the prisoner transport van must possess a valid California driver's license and be employed by the Santa Clara Police Department.

Other than a fire extinguisher and two-way radio, no equipment is stored in the prisoner transport van. When used during a large-scale operation, the officer assigned to drive the van will be responsible for bringing such equipment as necessary, such as a field arrest kit.

Motorcycles

The Santa Clara Police Department operates motorcycles for traffic enforcement purposes. Motorcycles, due to their maneuverability, can move through traffic congestion easily, allowing the officer the ability to reach accident scenes quickly.

Motorcycles will only be used by officers assigned to the traffic division, and who have successfully completed an approved motorcycle training class.

Persons operating police motorcycles must have a valid California Class 'M1' driver's license, and must be employees of the Santa Clara Police Department.

Each officer assigned to motorcycle duty is responsible for the condition of his/her assigned motorcycle, including assuring that all maintenance is performed as needed.

Equipment maintained on each motorcycle includes:

- Radar gun (with tuning fork)
- 25/50 foot tape measure
- 100 foot tape measure
- Rolatape

Bicycles

Police Bicycle Operations expand the Department's ability to proactively deter and disrupt crime with stealth and mobility. Officers assigned to Police Bicycle Operations will also afford greater opportunities to interact with citizens in the community. In keeping with the Santa Clara Police Department's Mission, officers will use these skills and techniques to reduce crime, ensure public safety, and to provide non-enforcement services reflective of the community's needs.

Staffing

The Police Bicycle Operations Unit is a department wide collateral responsibility administered within the Field Operations Division. This is an at-will assignment.

Duties

Duties include, but are not limited to, actively patrolling areas to enhance visibility, aid in crime prevention and community relations, patrolling city parks, high density residential areas, special events, and other duties as assigned.

Training Requirements

All unit members shall receive specialized training in Police Bicycle Operations. Initial training will include basic bicycle patrol operations, crowd control / civil disorder tactics, affecting arrests from bicycles, bicycle control in adverse conditions, and public relations and educational outreach skills.

Officers assigned to the Police Bicycle Operations Unit shall meet all requirements, standards, and regulations set forth by the State of California P.O.S.T. and the Santa Clara Police Department in-house training.

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Department bicycles may only be operated by employees of the Santa Clara Police Department, who have been properly trained in bicycle operations.

Personnel Selection, Equipment, and Maintenance

Personnel – Selection Criteria & Desired Characteristics

The Police Bicycle Operations Unit is comprised of full time and reserve officers selected primarily from the Field Operations Division. Selection criteria and desired characteristics include:

- Oral Board interview
- Overall good physical health
- Ability to follow orders and think under stress
- Good verbal skills
- Ability to function as a team member
- Successful completion of a P.O.S.T certified Police Bicycle Training Class

Specialized Equipment / Storage

Bicycle Officers will be outfitted with the following specialized equipment:

- ANSI approved protective bicycle helmet with white “POLICE” lettering on each side
- Eye protection / safety glasses appropriate for day and night use
- Bicycle riding gloves, mostly black and shall allow for proper use of firearm.
- Bicycle uniform polo shirt, pants, and jacket – refer to SCPD Operations Manual Section SCGO 41.3.5. The Department will purchase only the initial set.
- Duty belt – refer to SCPD Operations Manual Section SCGO 41-3.5
- Protective ballistic vest
- DOT approved traffic vest

The officer shall provide an all-black, low quarter, athletic shoe with leather uppers or an all-black shoe specifically manufactured for bicycle operations and socks, plain black, low cut

athletic (short pant) crew-length athletic (long pant). All company and manufacturer's logos shall be blacked out.

Bicycle Officers will secure their bicycle with an approved lock or handcuffs if the bicycle is not in view of the officer. When bicycles are not in use, they shall be secured at the department in their designated area.

Bicycles assigned to the unit should meet the following specifications:

- 26 or 29 inch black mountain style bike
- Red/blue emergency light and white light mounted on the handlebars and red or red/blue rear facing light
- 115 dB handlebar mounted siren
- Reflectors on front and rear wheels and pedals as specified in 21201 CVC
- Rear equipment storage area (See separate inventory)
- "POLICE" markings in white on both sides of the frame
- Bicycle # will be affixed to the head front of the frame

Maintenance

When issued a bicycle, each member shall be responsible for:

- Proper mechanical and battery operation (lights)
- Serviceability, i.e. tire pressure, chain lubrication, repair or replacement of tires and inner tubes, monitoring and reporting for damage/defects, cleanliness, etc.
- Items or property not assigned to the bicycle
- Reporting damage

Problems with the operation and serviceability shall either be remedied by the operator or reported to the Police Bicycle Operations Sergeant and a bicycle repair request form completed. These forms are located in the unit garage. Scheduling and/or performance of quarterly and annual maintenance, tune ups, and repairs shall remain the responsibility of the unit mechanic and/or Staff.