

PALOS VERDES ESTATES POLICE DEPARTMENT

POLICY MANUAL

SECTION 3

Conduct

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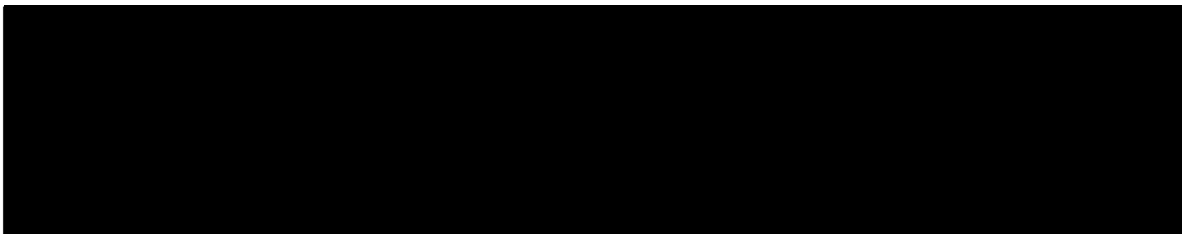
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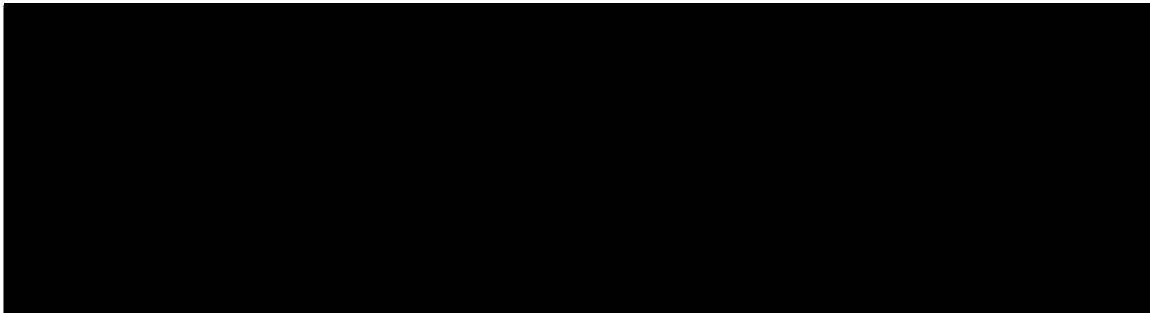
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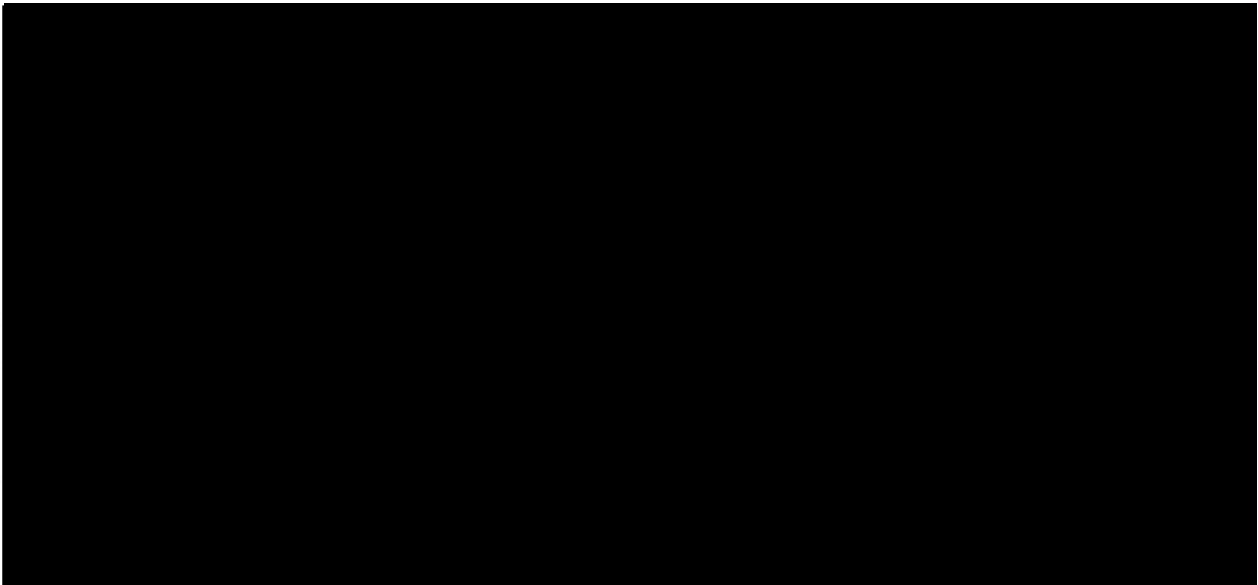
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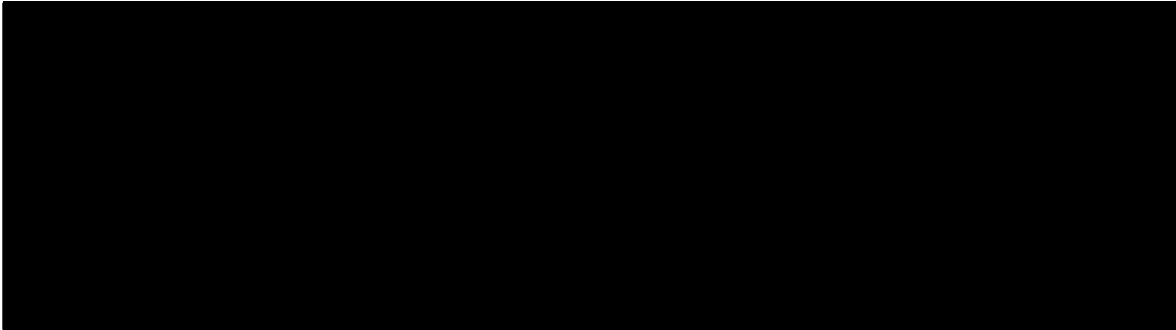
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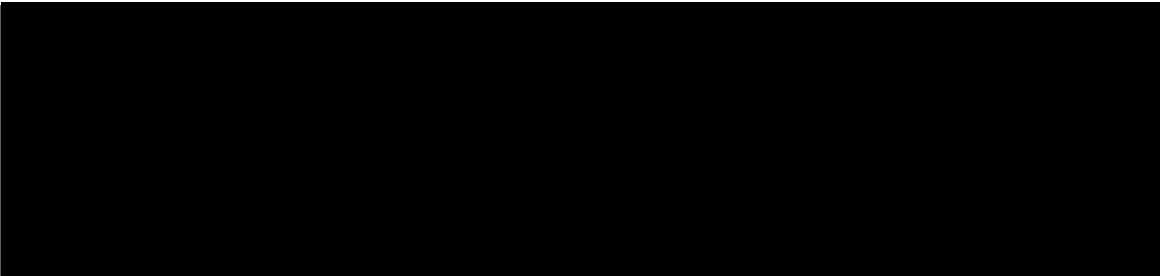
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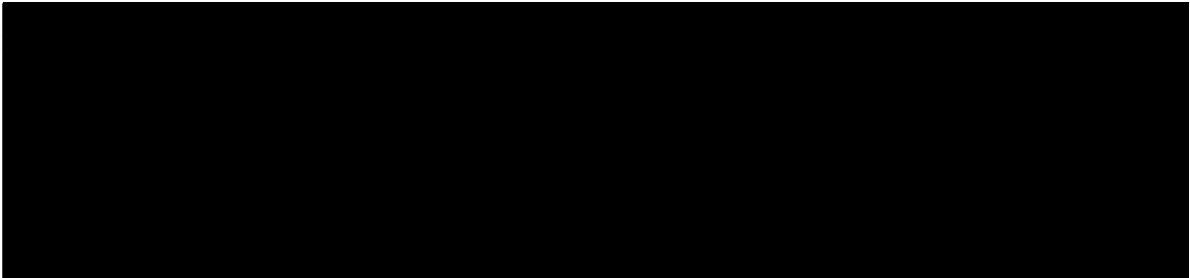


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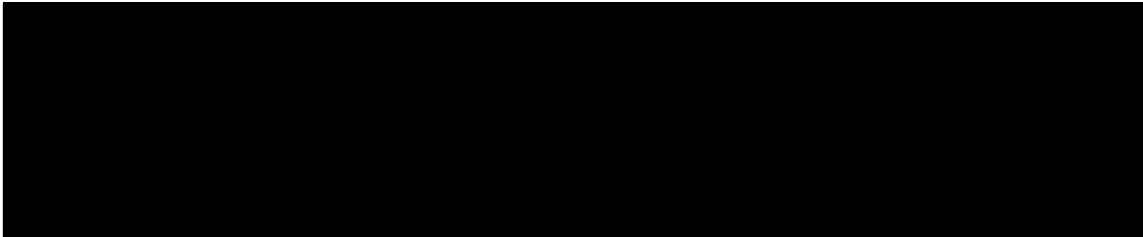


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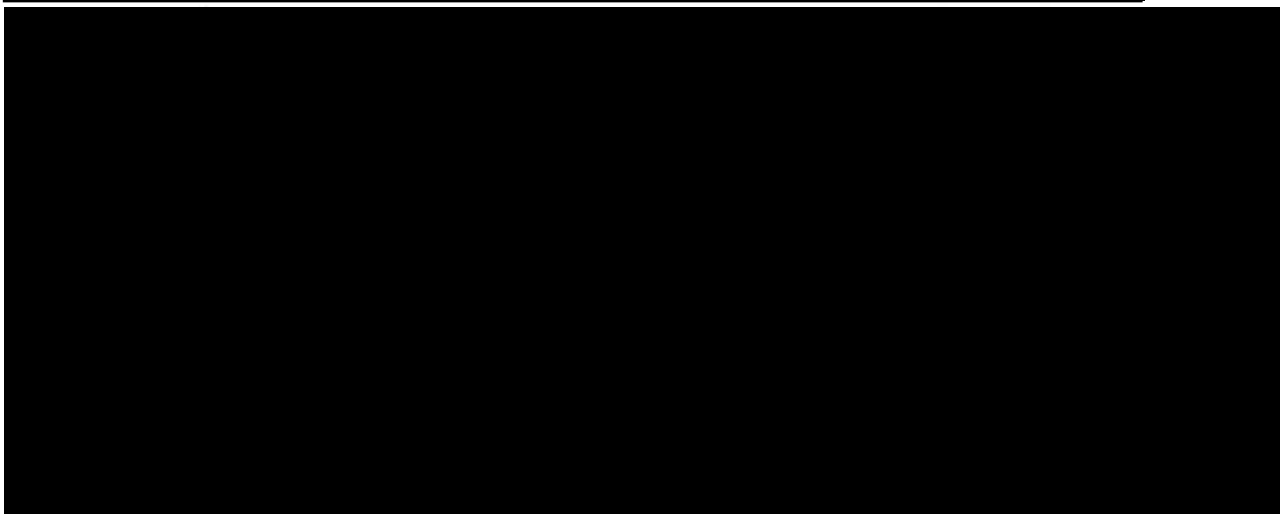
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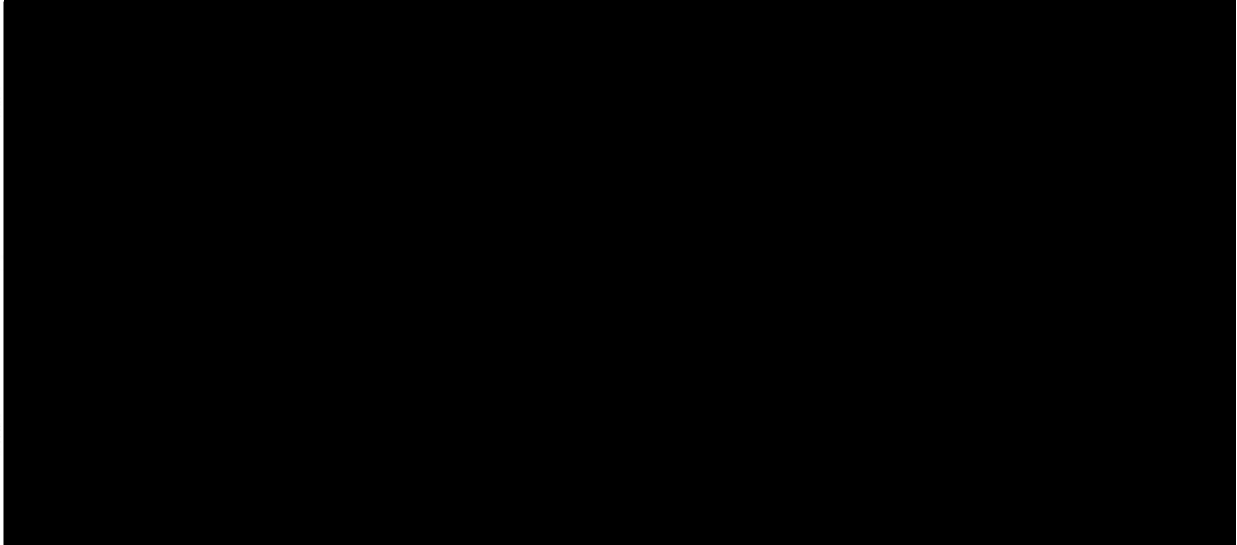


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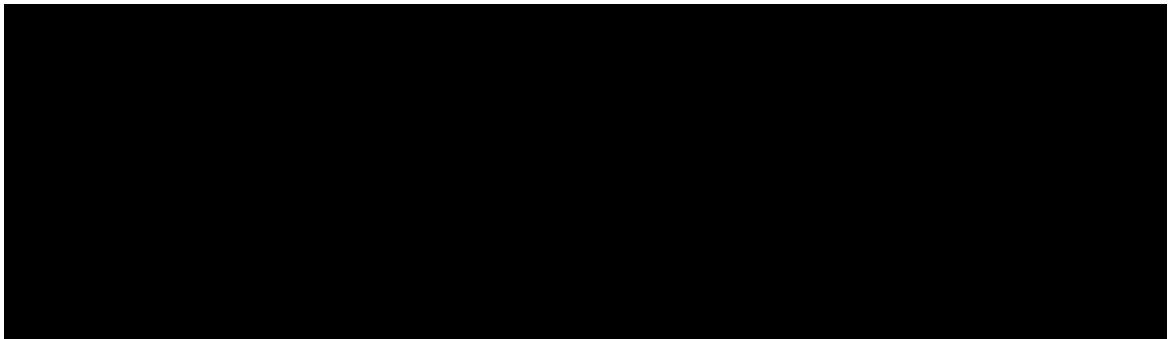
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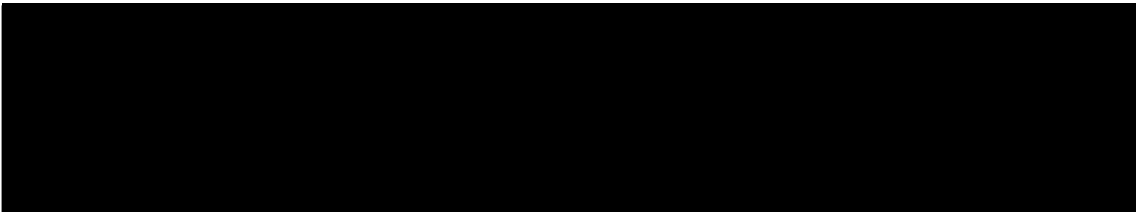
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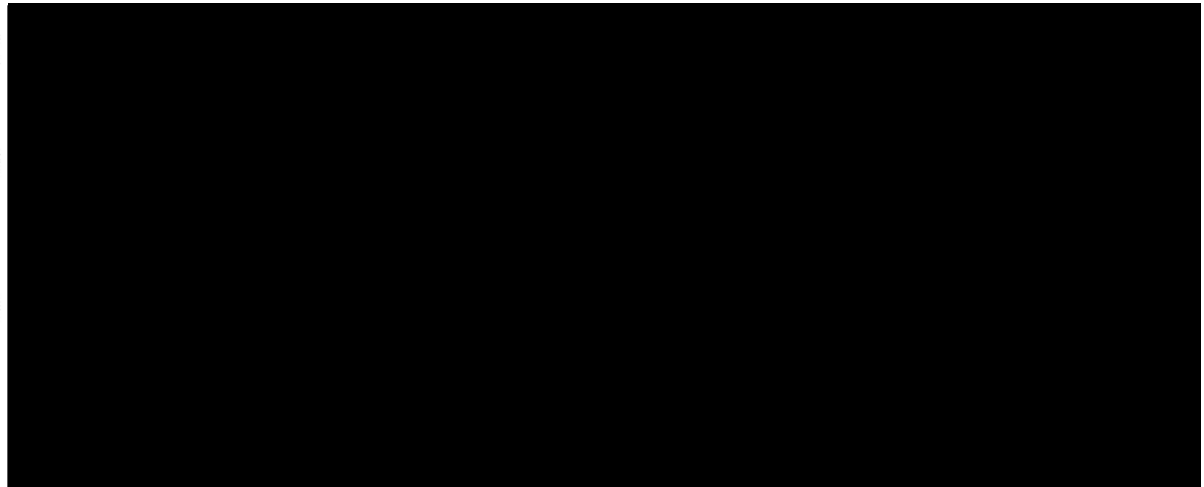


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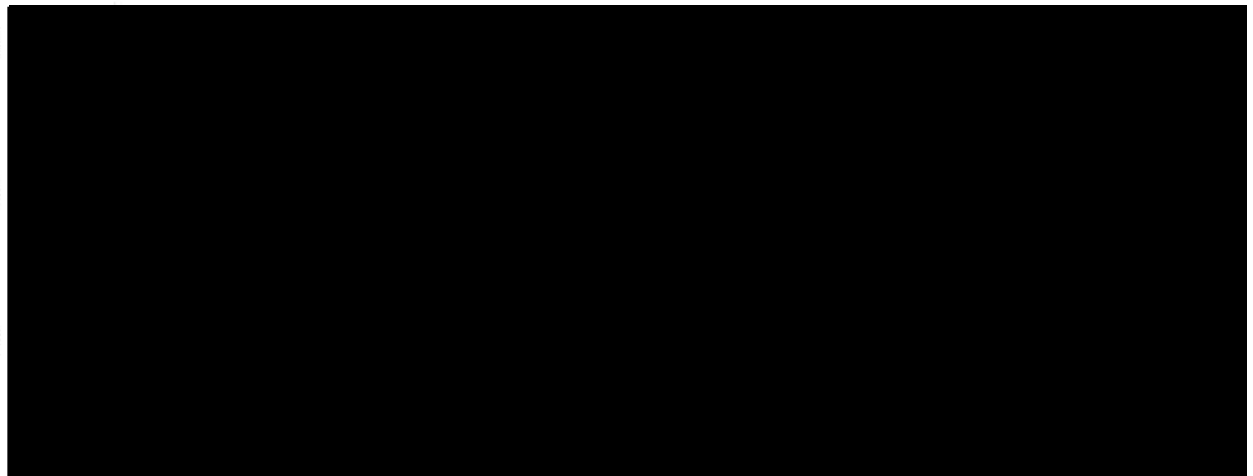
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3.34 CUSTODY OF PRISONERS

Any member of this Department who is charged with the custody of any person under arrest or detained shall be responsible for the proper safeguarding of that person (or persons) and their property.

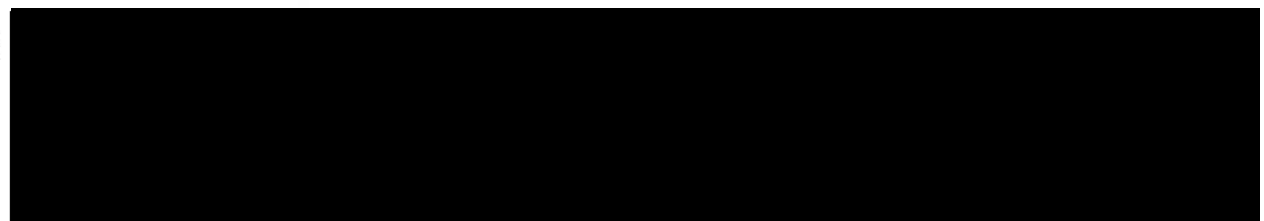
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3.41 USE OF CITY VEHICLES OUTSIDE CITY LIMITS

Members of this Department shall normally, during the course of employment, confine the use of city vehicles to within the City limits. This Department recognizes that normal circumstances often necessitate leaving the city, however, when unreasonable it should be avoided. Supervisors may also authorize subordinates to leave the city.

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3.45 OPERATION OF CITY VEHICLES

Members of this Department when operating any vehicle, on or off duty, shall not violate any traffic law except in cases of emergency, and then only in conformity with the laws or regulations governing such action. No member of this Department shall allow unauthorized persons to operate any city owned vehicle.

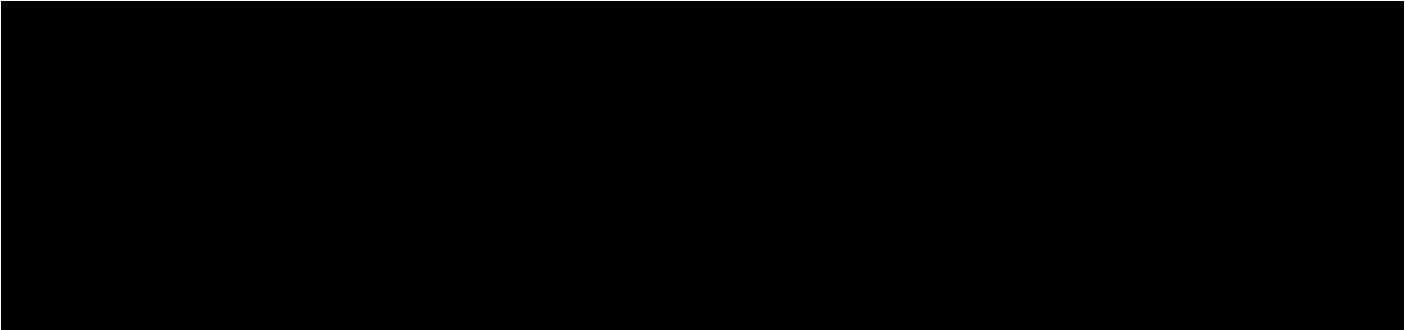
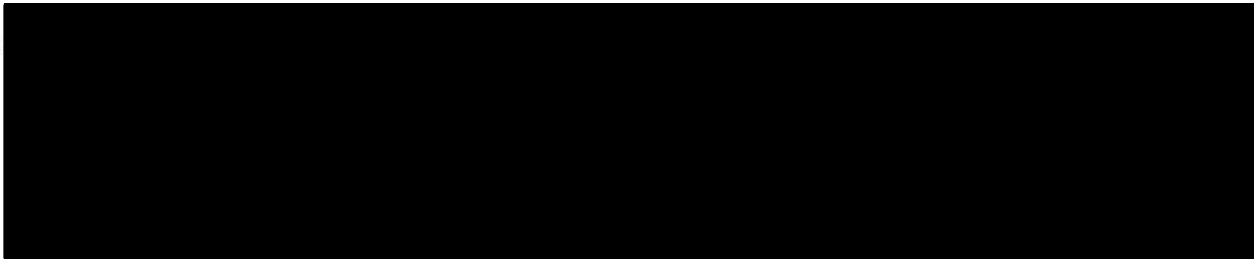
3.46 UNAUTHORIZED PERSONS RIDING IN CITY VEHICLES

No member of this Department shall allow any person other than authorized employees of this Department or City, to ride in any City owned vehicle except in the performance of duty, or as authorized by a superior officer.

3.47 ACCIDENTS INVOLVING CITY VEHICLES

Any members of this Department involved in an accident while operating any City vehicle, or operating a privately owned vehicle in the service of this City, shall report the accident to his superior officer as soon as possible. If the accident occurs in this City and involves injuries, the California Highway Patrol will be immediately notified to conduct the investigation.

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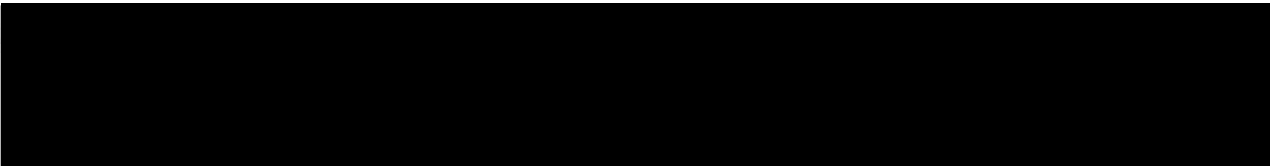
3.50 BOOKING/JAIL PROCEDURES

All employees are responsible for reviewing the content of this Department's Jail Manual and become familiar with the rules and procedures regarding the processing, booking, and treatment of prisoners.

3.51 EVIDENCE PROCEDURES

All employees are responsible for becoming familiar with this Department's rules and procedures regarding the processing of evidence.

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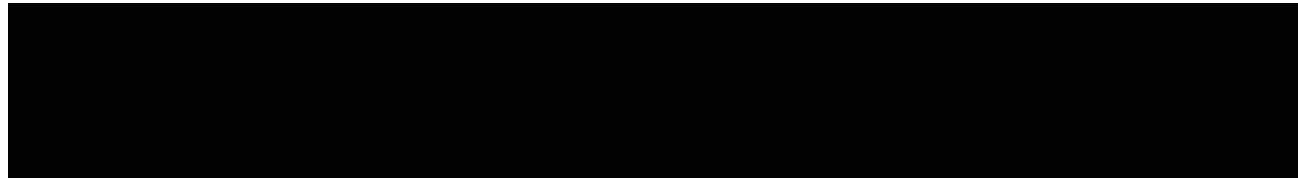
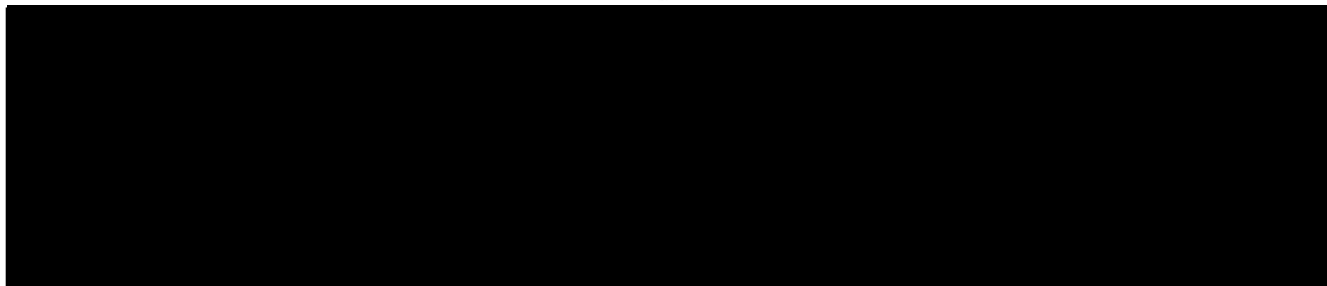
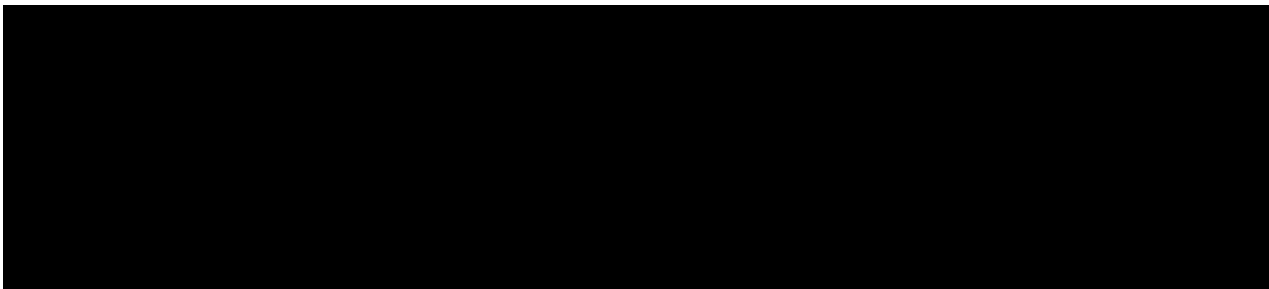
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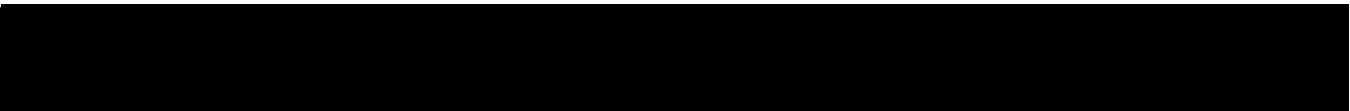
3.63 NON-SERIOUS INJURY

In cases where non-serious injuries are incurred by an on-duty employee of this Department, a written report will be submitted by the day following the incident. This injury report is in addition to any necessary insurance, and/or O.S.H.A. reports.

3.64 NOTIFICATION TO FAMILY

The family of an employee who is killed or seriously injured in the line of duty, shall be notified immediately by the Chief of Police or his designee.

An employee who has been injured, but not seriously, may elect not to have family members notified.

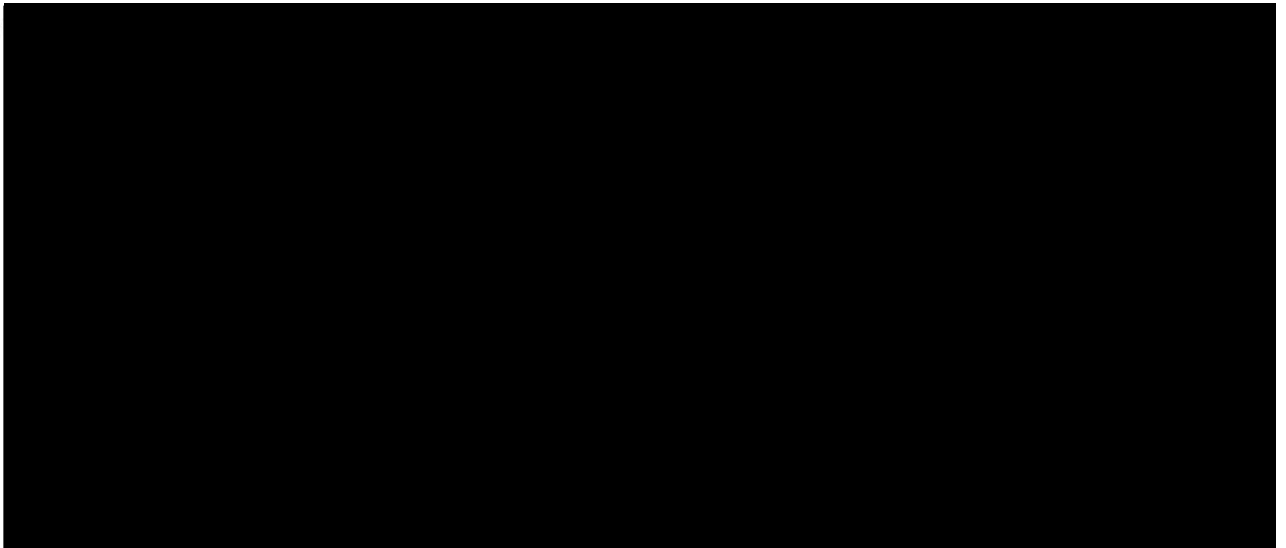




3.66 IDENTIFICATION AS POLICE OFFICER

Except when impractical or unfeasible or when the identity is obvious, officers shall identify themselves as police officers by displaying the official badge or identification card before taking police action.

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3.68 TRANSPORTATION OF PRISONERS

Officers transporting prisoners shall do so in accordance with Departmental policy and shall adhere to the following:

- A. Prisoners requiring medical attention shall be delivered to the appropriate hospital and the transporting officer shall be responsible for the security of the prisoner until properly relieved

- or directed by a superior officer.
- B. Prisoners and their property shall be surrendered at the jail to jail personnel.
 - C. Any prisoner transported to the hospital in a private ambulance shall be accompanied and guarded by a guard, unless police agencies dictate otherwise. In the latter case, a guard will be arranged for the prisoner as soon as possible.
 - D. Any prisoner traveling in a city vehicle shall be handcuffed.

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3.70 REPORTS AND RECORDS

No employee shall knowingly falsify any official report or knowingly enter or cause to be entered any inaccurate, false or improper information on records of the Department.

3.71 SECURITY OF DEPARTMENTAL BUSINESS

Employees of this Department are strictly commissioned with the obligation of secrecy regarding the release of official information to the public. Official information shall be defined as information which is accessible only to police employees. Employees may provide official information to the public as authorized by a superior officer or as specified elsewhere within this order or as authorized by law.

3.72 OUTSIDE EMPLOYMENT

Prior to engaging in any outside business or employment, employees of this Department shall first obtain permission from the Chief of Police to do so. A request for outside employment shall be submitted to the Chief of Police in written form via official channels. (Refer to section 10 of this manual).

3.73 MEMBERSHIP IN ORGANIZATIONS

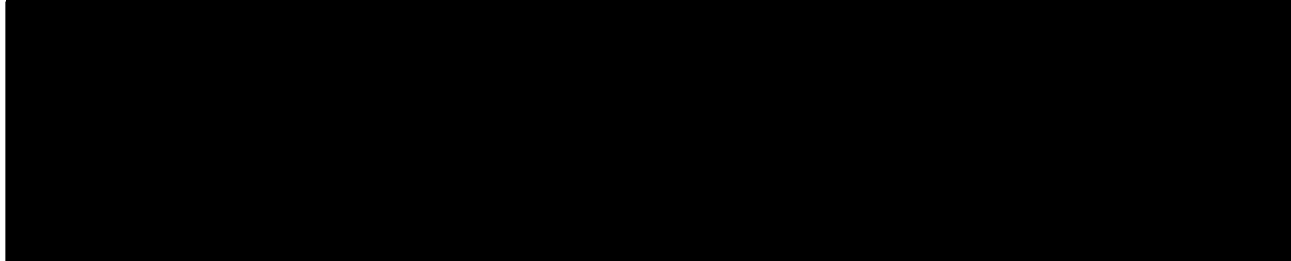
No member of this Department shall affiliate with any organization where said affiliation would tend to bring shame, embarrassment or discredit upon that member or upon the Department. This regulation does not prohibit membership in a bonafide labor organization or association.

3.74 SUBVERSIVE ORGANIZATION

No member of this Department shall knowingly become a member of or become connected with, any subversive organization except when necessary in the performance of official duty and then only at the direction of the Chief of Police.

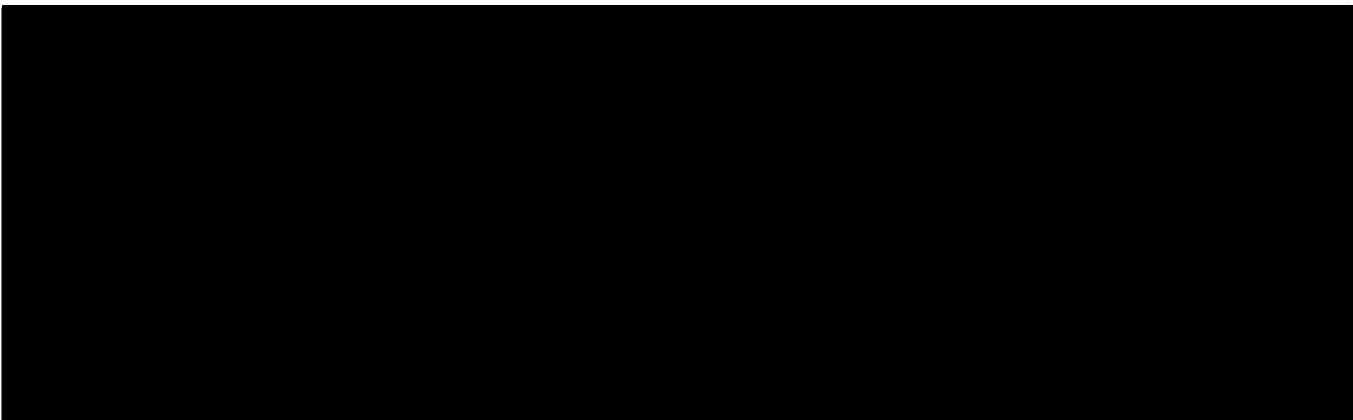
3.75 CONDUCT TOWARD THE PUBLIC

In dealings with the public, employees of this Department shall behave in a courteous and orderly manner. Employees shall strive to remain calm regardless of provocation to do otherwise. Employees shall perform their duties quietly and professionally avoiding harsh, violent, profane, or insolent language. Employees are to attend to requests from the public quickly and accurately, avoiding unnecessary referrals to other units within the Department. Upon request, employees are directed to provide their name and badge number to citizens.



3.77 CIVIL ACTION AND COURT APPEARANCES

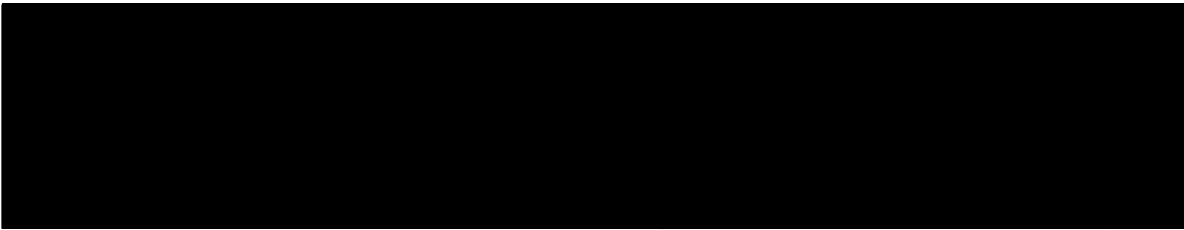
Employees shall not volunteer to testify in civil actions, but shall abide by legally served subpoenas. If the civil action is generated through Departmental duty, or if the employee is a party to said civil action, the employee shall notify his immediate supervisor and the City Attorney of the situation. Employees shall not enter into any financial agreement for appearance except as authorized by the Chief of Police.



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3.79 PORNOGRAPHY

Employees shall not view or send pornographic material while on duty or while using City owned equipment. This includes material on cable television as well as over the internet. The only exception to this will be when the material is directly related to a criminal investigation.

The rules and regulations included above are intended as a guide only and do not reflect the complete rules and regulations as given in this or other Department Manuals. For circumstances not listed above, common sense and good conduct shall be a guide to employees. All officers and other members of this Department should become familiar with Departmental Manuals as soon as possible and refer to them if a question arises.