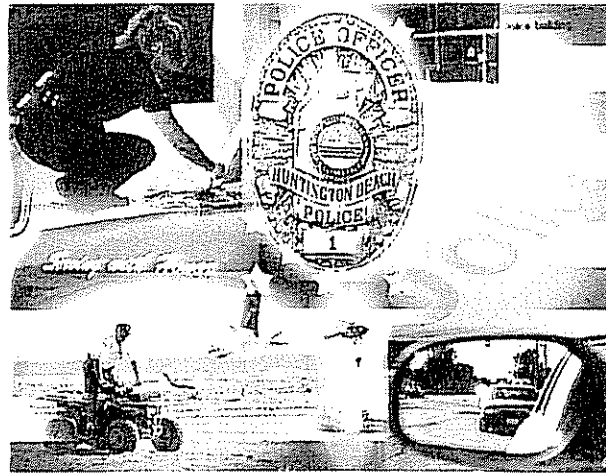


Huntington Beach Police Department

Community Liaison Team



R.S.V.P.

Retired Senior Volunteer Program

Revised
Feb 2002

POLICIES AND PROCEDURES

HUNTINGTON BEACH POLICE DEPARTMENT

Community Liaison Team

RSVP

(Retired Senior Volunteer Program)

POLICIES AND PROCEDURES

Revised February 2002

RSVP POLICIES AND PROCEDURES

TABLE OF CONTENTS

	<u>Page</u>
PURPOSE OF THE POLICIES AND PROCEDURES	1
1.0 CODE OF ETHICS	2
Figure 1.0-1 – HBPDP Organizational Values	3
Figure 1.0-2 – Community Liaison Team Mission Goals and Objectives	4-5
2.0 SELECTION PROCEDURE	6
3.0 DUTIES	6
4.0 TRAINING	7
5.0 ADMINISTRATION	
5.1 Organizational Structure	7
Figure 5.1-1 – HBPDP RSVP Chain of Command	8
Figure 5.1-2 – Table of Organization	9
5.2 Uniforms, Equipment and Property	10-12
5.3 Preparation of Documents	12
Figure 5.3-1 – Vacation Check Report (Example)	13-14
Figure 5.3-2 – Vacation Check List (Example)	15
Figure 5.3-3 – Daily Activity Log (Example)	16
5.4 Member Responsibilities	17
Figure 5.4-1 – Patrol Sign-up Sheet (Example)	18
5.5 Facilitators	19
6.0 PATROL OPERATIONS	
6.1 Patrol Priorities	19-20
6.2 Checkout & Maintenance of Patrol Vehicles	20-21
6.3 General Patrol Operations	21-22
6.4 Preparing for Vacation House Checks	22-23
Figure 6.4-1 – Reporting Districts Map	24
6.5 Conducting Vacation House Checks	25
6.6 Parking Citations	26-27
Figure 6.6-1 – Parking Citation (Example)	28
Figure 6.6-2 – Warning Notice (Example)	29
Figure 6.6-3 – Permanent Handicap Placard (Example)	30
6.7 Sign Removal	31-32
Figure 6.7-1 – Map of City Maintenance Yard	33
Figure 6.7-2 – Zoning and Subdivision Ordinance – Chapter 233	34-37
6.8 Patrol Orders	38
7.0 COMMUNICATION PROCEDURES	38-39
8.0 SUBSTATIONS	40
9.0 DISMISSAL	40
10.0 RESIGNATION	40

HUNTINGTON BEACH POLICE DEPARTMENT
Community Liaison Team
RSVP
(Retired Senior Volunteer Program)

POLICIES AND PROCEDURES

The purpose of these policies and procedures is to:

- Ensure compliance with all State and City of Huntington Beach laws and codes.
- Ensure the safety of all RSVP members.
- Ensure all RSVP members carry out their assigned duties in a uniform manner.
- Present a positive image of the Police Department and RSVP to the citizens of Huntington Beach.

All RSVP members are required to read and be familiar with these policies and procedures. Compliance with these procedures is mandatory.

Failure to comply with these policies and procedures will result in dismissal from the RSVP program.

RSVP Policies and Procedures

SECTION 1.0 - CODE OF ETHICS

All RSVP members shall adhere to the Code of Ethics.

CODE OF ETHICS

As a Retired Senior Volunteer Program member, my fundamental duty is to serve the citizens of Huntington Beach.

I shall conduct my official duties in a professional and courteous manner.

I shall make myself aware of and obey the rules and regulations of the Huntington Beach Police Department and the laws of the State of California and U.S. Constitution.

I shall protect the confidentiality of all information relating to the Department.

I shall respect the function of the Department's paid staff and shall contribute fully to maintaining a positive working relationship between paid staff and volunteers.

I shall exercise caution and good judgment on the Department's behalf.

I shall be courteous and professional at all times when dealing with citizens. I shall do my best to avoid arguments.

Gratuities:

RSVP's shall not solicit or accept any gifts, money, food, beverages, tickets, passes, travel, special accommodations, favors, or the use of property or facilities from any individual, group or company when the receipt of the aforementioned is directly or indirectly tied to the RSVP's affiliation with the Huntington Beach Police Department.

An exception to this rule is when an RSVP participates in an event where a gift (in any form) is provided to everyone at an event, not exclusively members of the HBPD or RSVP.

ORGANIZATIONAL VALUES OF THE HUNTINGTON BEACH POLICE DEPARTMENT

We of the Huntington Beach Police Department recognize our obligation to maintain a safe and secure community. We acknowledge our contribution to the quality of life within the community. The provision of quality police services with the highest professional standards is our primary aspiration. We intend to fulfill these challenging responsibilities through active participation in the following shared values:

SERVICE TO OUR COMMUNITY

We value the opportunity to provide service which is courteous, responsive, firm, effective, and fair. We regard the members of our community as partners and indispensable resources in a combined policing effort. Respect for the individual worth, dignity, and rights of all those we serve is the foundation of our department.

INTEGRITY

We value and expect truth, honesty, and ethical behavior from the members of our organization. We are committed to upholding our position of public trust by maintaining the highest ethical standards and the utmost respect for the ordinances and laws of our city, state, and nation. Our role as peace keepers and enforcers of the law will not be compromised.

EMPLOYEES

We value our fellow employees as the most important organizational asset. We realize our success depends on mutual respect, cooperation, and recognition of our co-workers. All employees will receive equitable and fair treatment and be provided the proper tools and training necessary to meet organizational goals and objectives.

PROFESSIONALISM

We value the spirit of professionalism, having a clear sense of commitment, perspective, and direction. We encourage it by creating an environment that promotes teamwork, innovation, and constant evaluation of ourselves.

PRIDE AND ENJOYMENT OF OUR PROFESSION

We value our work as a source of enjoyment and satisfaction. We are proud of our community, our department, our accomplishments in the service, and our commitment to quality law enforcement. We possess a great sense of pride serving our chosen profession with the Huntington Beach Police Department.

"SERVING WITH HONOR"

MISSION GOALS AND OBJECTIVES

EXECUTIVE DIVISION

Community Liaison Team – Program 106

Community Liaison Team—Program 106

Mission Statement –To provide and maintain an atmosphere of cooperation and communication between the Police Department and the community by promoting mutual proactive efforts in crime prevention, problem solving, and emphasizing that effective law enforcement requires a community partnership.

Goal 1 – Maintain crime prevention and educational programs that address all aspects of crime within the community.

Objective 1.1 – Increase community participation in the Neighborhood Watch program and expand the focus to crime prevention strategies and programs based on community needs.

Objective 1.2 – Continue to work with the City and the Planning Commission over environmental design as it relates to public safety.

Objective 1.3 – Re-establish a proactive Business Watch education program designed to combat common business crimes and public safety issues.

Objective 1.4 – Develop and implement automated community notification systems that enhance current residential and commercial crime prevention strategies.

Objective 1.5 – Expand the Retired Senior Volunteer Program (RSVP) to enhance police services to the community.

Objective 1.6 – Enhance and improve the Volunteers In Police Services (VIPS) program through the development and implementation of training standards and the establishment of volunteer goals, objectives and requirements.

Goal 2 – Provide the community with accurate and timely information regarding law enforcement activities through the news media.

Objective 2.1 – Continue to use designated representatives to maintain liaison with the news media.

Objective 2.2 – Maintain the mutual relationship of understanding, honesty and trust between the Police Department and the news media.

Objective 2.3 – Continue a proactive posture in the release of information to the media, balancing the obligations of the Department and the needs of the community with the rights of defendants, victims and involved parties.

MISSION GOALS AND OBJECTIVES

EXECUTIVE DIVISION

Community Liaison Team – Program 106 (Cont'd.) Page 2

Objective 2.4 – To maximize the use of local cable television programs to market a positive departmental image and serve as a further informational tool, including the use of crime prevention programs.

Goal 3 – To continue to provide a speakers bureau that responds to appropriate community needs for public speaking functions and engagements.

Objective 3.1 – Identify qualified department personnel to accommodate requests for speakers.

Objective 3.2 – Establishment of a process to identify ongoing speaking needs and to anticipate future requests.

Goal 4 – To provide a comprehensive school program that provides youth with skills and knowledge to resist drug use, violence and gang activity. The program should also serve to promote positive police/youth relationships and crime prevention strategies.

Objective 4.1 – Continue to utilize the Drug Abuse Resistance Education (DARE) program and update the curriculum to meet the recommended standards set by state and national organizations.

Objective 4.2 – Using the DARE program as a foundation, advance the presence of the Police Department through the DARE officers' participation in other school programs, presentations and community events.

Objective 4.3 – Provide both public and private schools with the DARE core curriculum at the 5th/6th grade level, the visitation classes at the early elementary level, and the junior high curriculum at the middle school level.

Objective 4.4 – Enhance current educational presentations/programs to youth and adult citizens that address criminal, anti-social and deviant behavior.

Objective 4.5 – Coordinate with DARE programs from other agencies as well state and national associations to advance, enhance and improve current programs.

Objective 4.6 – Establish and built on current partnerships with schools and community-based organizations in order to develop and implement on-going citywide youth activities.

RSVP Policies and Procedures

SECTION 2.0 - SELECTION PROCEDURE

Volunteers must:

1. Be age 55 or older.
2. Have the physical and mental capability to perform their assigned RSVP duties.
3. Agree to patrol a minimum of six hours per week for the first year.
4. Be chosen for the program via interview.
5. Pass a Police background check.
6. Attend all training.
7. Join the Orange County Volunteer Center, which shall provide supplemental insurance to members.
8. Be a resident of Huntington Beach.

SECTION 3.0 - DUTIES

The basic purpose of the RSVP program is to fulfill requests by the Police Department which will ultimately benefit the citizens of the City of Huntington Beach.

Duties fall into two categories:

1. **Patrol** duties require driving a patrol car and consist of:
 - a. Public Relations
 - b. Performing vacation house checks
 - c. Removing illegally-posted signs
 - d. Writing parking citations
 - e. Other functions as assigned
2. **In-Station** duties include:
 - a. Working in the various functional organizations within the Police Department
 - b. Working at the various Police substations
 - c. Other functions as assigned

RSVP Policies and Procedures

SECTION 4.0 - TRAINING

Persons selected as candidate RSVP members shall attend training classes in the following subjects:

- Organization and operations of the Huntington Beach Police Department
- Organization and operations of the RSVP program
- Patrol operations
- Police communications
- Each candidate shall go on at least one ride-along with a Patrol Officer and two ride-alongs with an RSVP
- Candidates must attend all training sessions in order to become RSVP members
- Department tour
- RSVP safety instruction
- Citizen contacts
- Sexual harassment education
- Scientific Investigation Unit tour
- Investigation Bureau
- Burglary prevention

SECTION 5.0 - ADMINISTRATION

5.1 Organizational Structure

Organizational Chart

The Huntington Beach Police Department is a paramilitary organization characterized by the following features:

- Formal Organization -- A hierarchy of rank with commensurate authority and responsibility. The wearing of a distinctive uniform which identifies the position of the wearer. Adherence to the chain of command. (See Figure 5.1-1.)
- Chain of Command -- The RSVP organization chart/chain of command is shown in (See Figure 5.1-2.)
- RSVP members shall adhere strictly to the chain of command.

RSVP Policies and Procedures

5.1 Organizational Structure (cont'd)

UNDER NO CIRCUMSTANCES SHALL AN RSVP MEMBER BYPASS THE CHAIN OF COMMAND

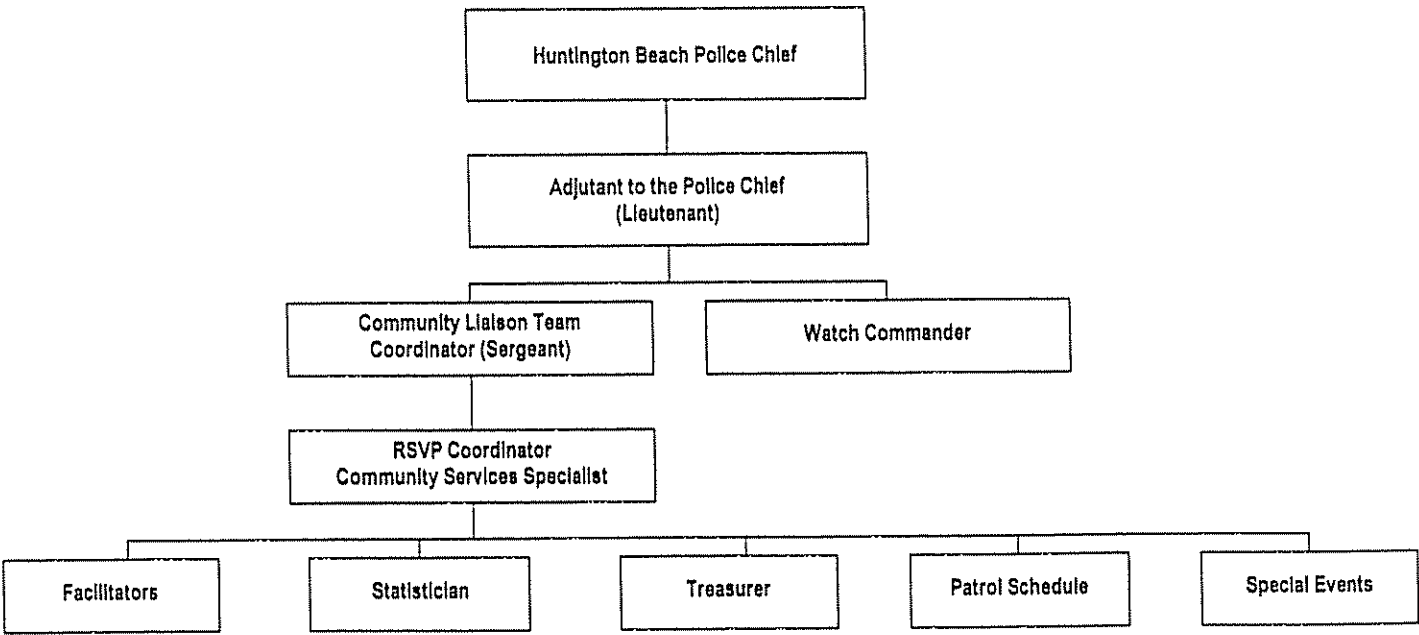
- The Chain of Command for RSVP's is as follows:

Chief's Adjutant
Community Liaison Team Sergeant
RSVP Coordinator
RSVP

If none of the positions in the above listed chain is available, RSVP's shall contact the Watch Commander.

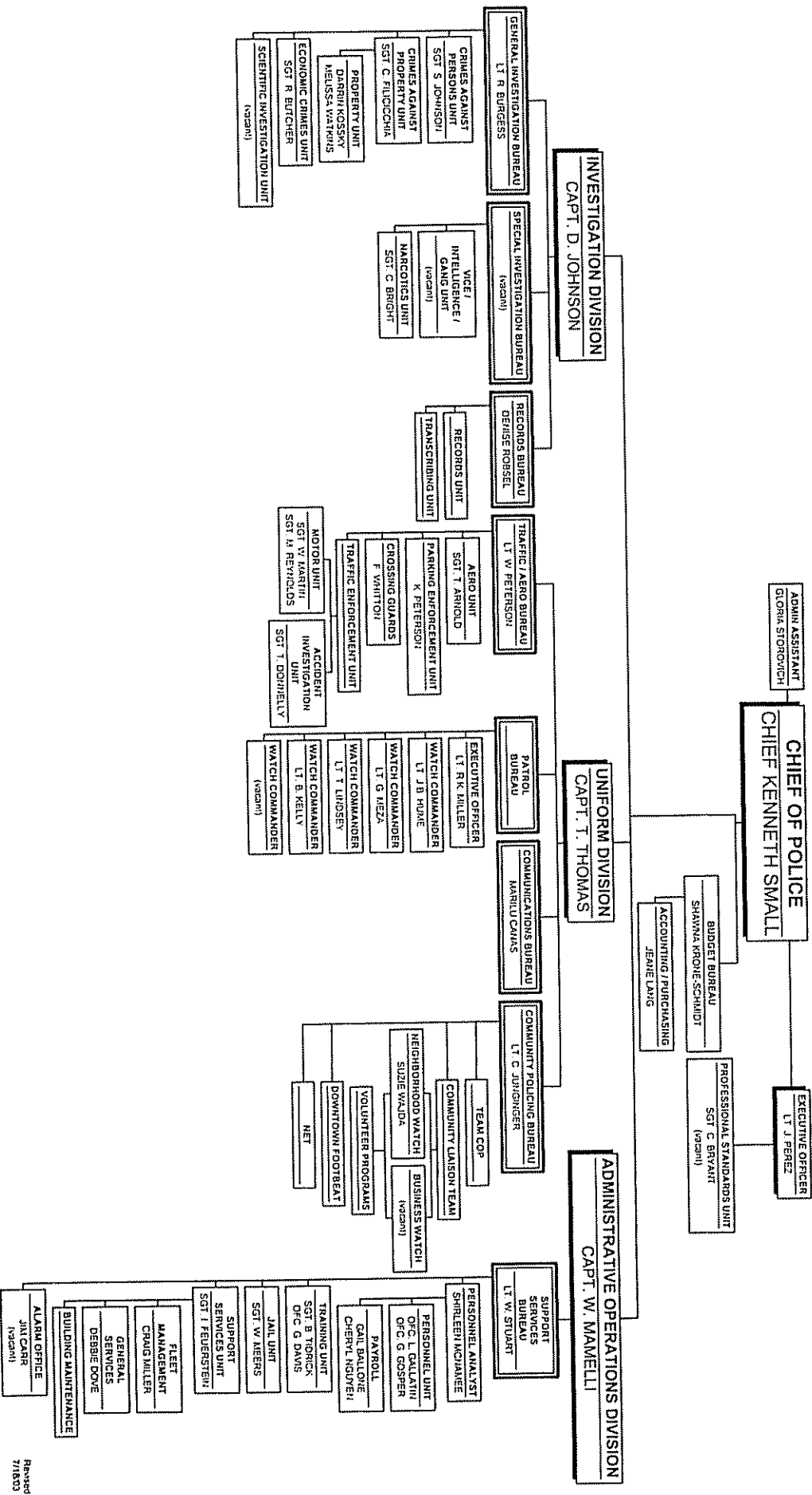
Figure 5.1-1

HBPD RSVP Chain of Command



HUNTINGTON BEACH POLICE DEPARTMENT

TABLE OF ORGANIZATION



RSVP Policies and Procedures

5.2 Uniforms, Equipment and Property

The uniform and its individual items shall be worn only while on duty and while performing authorized RSVP assignments. Uniform shall be covered by a sweater, jacket, etc., on the way to and from the Police facility for reasons of safety.

RSVP personnel are issued the following items by the HBPd Property Unit:

- Police Department ID Card
- RSVP Badge
- Set of Keys for Patrol Car and Facility
- U.S. Flag Pin
- One Name Plate
- Black Leather Belt, UN605
- City Hall Parking Pass

RSVP's shall supply their own plain toe black shoes (no heels with pants).

VENDORS:	Uniforms, Inc.	Uniform Center	Uniform Center
	2025 N. Main Street	2789 Long Beach Blvd.	1249 W. Katella Ave.
	Santa Ana, CA 92706	Long Beach, CA 90806	Orange, CA 92867
	(714) 541-3546	(562) 424-0220	(714) 633-3880
	Ask for Cliff Jones		Ask for Dave

QUANTITY	ITEM	STYLE	BRAND	COLOR	STOCK #
1	Windbreaker*	Hartwell	Cardinal	Navy	1622-405NV
1	Shirt	Ladies	Red-Kap	Lt. Blue	SP23LB
1	Shirt	Mens	Red-Kap	Lt. Blue	SP24LB
1	Pant	Mens	Red-Kap	Navy	PT20NV
1	Pant	Ladies	Red-Kap	Navy	PT11NV
1	Shorts*	Mens	Red-Kap	Navy	PT26NV
1	Shorts*	Ladies	Sportif	Ink	630270-INK
1	Jacket	Unisex	Red-Kap	Navy "Team"	JT38NV

*Uniform items that are optional and may be purchased and worn by RSVP members.

ONLY THE UNIFORM ITEMS LISTED ABOVE ARE AUTHORIZED

RSVP Policies and Procedures

5.2 Uniforms, Equipment and Property (cont'd)

The badge is always worn on an outer garment, either the jacket or the light blue shirt, pinned to the badge tabs on these garments.

A name tag shall be worn on the right side of the jacket and 1/4" above the right breast pocket of the blue shirt.

A "Huntington Beach DARE" pin, "Huntington Beach RSVP" pin, and a "US Flag" pin are the approved pins which may be worn on the uniform shirt collar. The "Huntington Beach Safest City" pin may be worn above the name tag. The service star shall be worn on the top edge of the right breast pocket. No other pins or badges may be worn. All of these pins are optional parts of your uniform. Only pins, badges and accessories issued by HBPD to all RSVP personnel may be worn.

The basic uniform approved by the department includes the light blue shirt, the baseball cap (optional), the jacket (optional), navy blue pants or shorts, the black leather belt, and black socks and plain black shoes, which are provided by the RSVP members.

No jewelry shall be worn with the uniform except rings, watch and, for women, plain earrings.

Shorts may be worn in place of pants. Footwear with the shorts shall be ankle-length white socks and plain black shoes.

RSVP's shall wear a plain, white, round-collar tee shirt under their uniform. Men and women shall have only the top uniform button undone.

When wearing the uniform, RSVP's should carry the following:

- The issue set of keys
- A ball-point pen with black ink
- Notebook
- Necessary personal items, i.e., California driver's license, eye glasses (if worn), and any required medications

All issued items are the property of the Huntington Beach Police Department and must be returned within one week of resignation from the RSVP program.

RSVP members are encouraged to wear their uniforms when working in the Police facility. If civilian clothes are worn in the Police facility, the Police identification card shall be worn so as to be clearly visible. When there is public contact while working within the Department, the uniform shall be worn.

RSVP Policies and Procedures

5.2 Uniforms, Equipment and Property (cont'd)

Except while on duty, or when specifically authorized or directed, the Police ID or badge shall not be worn or displayed to any person. Display of the ID card or badge to attempt to receive favors or preferential treatment is cause for immediate dismissal from the RSVP program.

No Police equipment or weapons may be carried or used by RSVP members unless they have been issued by the Department to all members. **EXCEPTION:** Members may carry a knife, such as a jackknife, with a blade no longer than 2¾ inches to be used for sign removal.

5.3 Preparation of Documents – Carry only ballpoint pens with black ink.

All reports prepared by RSVP members shall be printed in capital letters to ensure legibility.

All documents shall be prepared using a black ball-point pen (including parking citations, etc.).

The date format for RSVP documents is month-day-year.

Example: July 4, 1998 is written as 7-4-98.

The time format for all RSVP documents is military time as shown below:

MILITARY TIME

1:00 a.m.	0100 Hours	1:00 p.m.	1300 Hours
2:00 a.m.	0200 Hours	2:00 p.m.	1400 Hours
3:00 a.m.	0300 Hours	3:00 p.m.	1500 Hours
4:00 a.m.	0400 Hours	4:00 p.m.	1600 Hours
5:00 a.m.	0500 Hours	5:00 p.m.	1700 Hours
6:00 a.m.	0600 Hours	6:00 p.m.	1800 Hours
7:00 a.m.	0700 Hours	7:00 p.m.	1900 Hours
8:00 a.m.	0800 Hours	8:00 p.m.	2000 Hours
9:00 a.m.	0900 Hours	9:00 p.m.	2100 Hours
10:00 a.m.	1000 Hours	10:00 p.m.	2200 Hours
11:00 a.m.	1100 Hours	11:00 p.m.	2300 Hours
12:00 Noon	1200 Hours	12:00 Midnight	2400 Hours

Examples: 8:30 a.m. = 0830 Hours

2:45 p.m. = 1445 Hours

Examples of properly filled out documents follow.

HUNTINGTON BEACH POLICE DEPARTMENT
COMMUNITY LIAISON TEAM
VACATION CHECK REPORT

RD # 149AREA (N) / S

Figure 5.3-1

THIS FORM MUST BE SIGNED BELOW PRIOR TO START DATE

ADDRESS: <u>16274 MALM CIRCLE</u>		ZIP: <u>92647</u>	Apt #	Condo #	Mobile Home #
RESIDENT'S NAME: <u>JIM SMITH</u>		PHONE # <u>898-7628</u>			
LEAVING: <u>12-16-01</u> A.M./P.M. <u>(P.M.)</u>		RETURNING: <u>1-05-02</u> A.M./P.M. <u>(P.M.)</u>		WILL ADVISE ON RETURN? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
DOG ON PREMISES? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		ALARM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		BACKYARD ACCESS? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
EMERGENCY CONTACT (Person with keys checking house)					
NAME: <u>VIC FINLEY</u>		PHONE: <u>(714) 982-7284</u>			
ADDRESS: <u>16275 MALM CIRCLE</u>					
PERSONS AUTHORIZED TO BE ON PREMISES					
NAME: <u>JIM THOMPSON</u>		PHONE: <u>(562) 598-4378</u>			
ADDRESS: <u>14375 WATERHOUSE CIRCLE LONG BEACH</u>					
AUTHORIZED CARS ON PREMISES					
MAKE: <u>WHITE DODGE</u>	MODEL: <u>VAN</u>	YEAR: <u>1989</u>	LICENSE NO.: <u>J4758391</u>		
MAKE:	MODEL:	YEAR:	LICENSE NO.:		
MAKE:	MODEL:	YEAR:	LICENSE NO.:		
SPECIAL INSTRUCTIONS: (Open doors, windows, etc.) <u>NO OPEN WINDOWS - GARDENER COMES ON WEDNESDAY</u>					
DATE	RSVP TEAM NAMES	REMARKS		TIME	
<u>12-16-01</u>	<u>BROWN / WHITE</u>	<u>APPEARS SECURE</u>		<u>1100</u>	
<u>12-18-01</u>	<u>RAIN</u>				
<u>12-19-01</u>	<u>JONES / SMITH</u>	<u>APPEARS SECURE</u>		<u>1400</u>	
<u>12-20-01</u>	<u>BLACK / WILSON</u>	<u>"</u>	<u>"</u>	<u>1000</u>	
<u>12-23-01</u>	<u>WHITE / PITT</u>	<u>"</u>	<u>"</u>	<u>1330</u>	
RSVP taking info:		Date:	Time:	RSVP cancellation:	
Name: <u>Barbara Wilson</u>		<u>12-15-01</u>	<u>0900</u>	Name: _____	

HUNTINGTON BEACH POLICE DEPARTMENT
VACATION CHECK REPORT
Continuation Sheet

Page 2

Expected Return Date: 1-5-02

[illegible]

**HUNTINGTON BEACH POLICE DEPARTMENT
COMMUNITY LIAISON TEAM
VACATION CHECK LIST**

Figure 5 3-2

*Copy to dispatch
so they will
know where you
are & for ref.
if a problem
at V.C.*

DATE 12-31-01 HOURS 0930 TO 1530 CALL SIGN SR2 AREA N UNIT 13

RSVP's NAME JONES PIN NO. 1213

RSVP's NAME SMITH PIN NO. 1214

Morning Checks

RD #

1. 7171 BOLSA CHICA 175
2. 3662 MONTEGO LN 153
3. 5082 TASMAN CIR 136
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Afternoon Checks

RD #

21. 1212 MAYPORT LN 175
22. 3842 PINE RD 153
23. 16261 TIKI CIR 136
24. 2904 MALIBU RD 149
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____
33. _____
34. _____
35. _____
36. _____
37. _____
38. _____
39. _____
40. _____

If the vacation home is in a mobile home park, include the space number on the Vacation Check List.

Figure 5.3-3

**HUNTINGTON BEACH POLICE DEPARTMENT
COMMUNITY LIAISON TEAM
RSVP DAILY ACTIVITY LOG**

DATE: 12-15-01 CALL SIGN: SR1

ACTIVITY	UNITS	TOTALS
Vacation Check	111 111 111	13
Sign Removal	111 111 111 11	22
Citizen Contact	111 111	8
RD Patrols	11	2
Handicap Parking	1	1
Fire Lane Parking		
Fire Hydrant Parking		
No Parking/Red Curb/Sign Posted		
School Parking Patrol	1 OKA & SCHROEDER (THURS.)	1
Misc. Activities		
Special Event		
Defaced Signs		
Address Not Visible/Legible		
Open Garage Door		
Graffiti Check/Report		

REPORTING RSVP 1) Wilson PIN # 3914 VEHICLE NO. 98
 2) SAMPLE PIN # 1743

RSVP Policies and Procedures

5.4 Member Responsibilities

In accepting a volunteer assignment with the RSVP program, members agree to contribute a minimum of six hours on patrol each week for the first year. After one year, patrol is not required and members may volunteer for other duties.

Vacations, illness, and emergency situations are recognized as valid reasons for preventing members from meeting their six-hour-per-week commitment.

Members may be granted one leave of absence for a maximum of 90 days in a one year period.

Members may be granted medical leave of absence. The length of the absence will depend on the nature of the medical condition and will be approved by the RSVP Coordinator.

Members who wish to resign from the program will submit their request in writing to the RSVP Coordinator and will include the effective date of the resignation. The member will immediately return to the RSVP Coordinator, all items issued by the Police Department to him or her when joining the program. The member will also turn in any shoulder patches obtained by the member through the purchase of additional shirts and/or jackets.

Members may be subject to dismissal from the program for the following reasons:

- Failure to meet the six-hour-per-week work commitment without good and sufficient reasons.
- Failure to comply with the RSVP policies and procedures.
- Any conduct which brings discredit upon the RSVP program or the Huntington Beach Police Department.

Police Facilities – Police facilities are solely for Police business and the following apply:

- The Star (✱) and his/her partner will arrive at 0845.
- Other patrol partners will arrive no **earlier** than 0930.
- If officers are working in the Report Writing Room, **RSVP's will move to the coffee or training room to prepare for patrol.**
- RSVP members who visit the substations will stay to the front of the counter unless they are in uniform and performing substation or patrol duties.

RSVP patrol cars will **never** be operated on the pier or on the service roads to the beach. Some reasons for this are: Liability, congested foot traffic including small children, and, simply, there is no reason for RSVP's to be on the service roads. **However, RSVP's are encouraged to patrol these areas on foot.**

**HUNTINGTON BEACH POLICE DEPARTMENT
COMMUNITY LIAISON TEAM
RSVP PATROL SIGN-UP SHEET**

Figure 5.4-1

MARCH PATROL

Your Name: JERRIE WILSON

Circle all days you are FREE to volunteer:

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Vacation schedule for the month of March:

Please list dates: NONE THIS MONTH

1. Are you willing to work more than one day a week?

Circle one: YES NO

If YES, how many days? 2

2. Will you patrol back-to-back days? Circle one: YES NO

3. Maximum days per month you are willing to patrol: 7

RSVP Policies and Procedures

5.5 Facilitator

The RSVP Coordinator-Community Services Specialist, may appoint RSVP Facilitator(s).

The role and function of the Facilitator shall be to respond to routine needs of individual RSVP members. They shall act to assist in communications within the group, as directed by the RSVP Community Services Specialist.

SECTION 6.0 - PATROL OPERATIONS

6.1 Patrol Priorities

The top priority of the RSVP is public relations. The second most important is vacation house checks.

In establishing the RSVP program, the Huntington Beach Police Department made a commitment to the residents of the City that representatives of the Police Department would make vacation house checks. Completion of all assigned vacation house checks should be done each shift with check times switching from A.M. to P.M. on consecutive days.

Second priority tasks include:

- Removal of illegally posted signs
- Reporting graffiti
- Reporting marred or damaged traffic signs
- Patrolling residential reporting districts (RD's) to distribute crime warnings
- Patrolling schools upon request to assist with traffic during opening and closing hours

Lowest priority tasks include writing parking citations.

Patrol duty has first priority for the use of patrol cars. Cars will not be used for other RSVP assignments until the requirements of daily patrol have been met.

IF YOU ARE UNABLE TO GO ON PATROL ON THE DAY YOU ARE SCHEDULED:

1. Find a replacement for yourself. Contact your facilitator if you need assistance.
2. Call your partner and tell him/her you are unable to patrol due to sickness, etc., let your partner know you found a replacement and the name of that person.
3. Call the RSVP office (374-1507) and leave a message that this change should be made on the master schedule.

RSVP Policies and Procedures

6.1 Patrol Priorities (cont'd)

If you made **every effort** to find a replacement for yourself, but couldn't, call your partner and tell them you must cancel. Then, call the * for that particular day and tell them you cannot patrol.

If you wake up sick that morning you are scheduled to patrol and cannot find a replacement for yourself, let your partner know and call the RSVP office. Leave a message that your car will not be going out that day.

IF IT'S RAINING:

If you are scheduled to work patrol and wake up and it's raining, the person with the * will call you if patrol is cancelled. That person is the decision-maker on whether or not to patrol. If it appears it's going to continue to rain, stay home. The * should still come into the station, even if it's raining, and write "rain" on the vacation check forms for that day.

6.2 Checkout and Maintenance of Patrol Vehicles

Prior to leaving the Police parking lot, RSVP members shall check the following items on patrol cars:

- Gas tank is full
- All lights are working
- Windshield wipers operate
- Brakes are working
- Gauges are working
- Car radio is working
- Rear and side-view mirrors are set
- Engine coolant level is correct
- Nothing leaking in engine compartment
- Visually check tires
- Radio antenna is installed
- Briefcase in car containing ticket book, Jr. badges, RD book, radio code book, etc.
- Tools for removing signs
- Adequately filled first aid kit

If minor problems are discovered, such as burned out light bulbs, take the car to the Police Vehicle Maintenance area at the City Yard on Gothard north of Slater for repair.

If major mechanical or electrical problems are found before going out on patrol, fill out a Report of Conditions form. Note all problems with the vehicle/equipment on that form. Give the form to Dispatch. Change cars, advise Dispatch of the problem and provide Dispatch with the replacement car number.

When departing the station on patrol, leave a copy of the Vacation Check List with Dispatch. You will be entered into the computer as "10-8."

RSVP Policies and Procedures

6.2 Checkout and Maintenance of Patrol Vehicles (cont'd)

Upon return from patrol:

- Throw disposable signs in the large bins at the City Yard.
- Fill the gas tank at the City Yard.
- Check the oil. If necessary, add more at City Yard.
- Park the car in a "City Vehicle Only" slot if available
- Be sure all electrical units are turned off. Specifically check to ensure the radio and trunk flashing lights are turned off.
- Lock the car.

Upon completing patrol, advise Dispatch that you are now "10-7" either by calling from the RSVP office or going into the Dispatch center.

6.3 General Patrol Operations

When driving a patrol car, obey all California Vehicle Code requirements and specifically comply with the following:

- Have your driver's license with you
- Wear seat belts
- Make full stops at all red lights and stop signs
- Yield the right-of-way to pedestrians
- Yield the right-of-way to other vehicles at all stop and yield signs
- Obey the directions of crossing guards

Obey the posted speed limit at all times.

Where speed limits are not posted, the following rules apply:

- The maximum speed limit in Huntington Beach is 55 mph
- The maximum speed limit in business areas, residential areas, and near schools is 25 mph
- The maximum speed in areas of restricted vision is 15 mph, i.e., railroad crossings, parking lots, blind intersections and alleys

As a general rule, the presence of a patrol car is a deterrent to crime. Drive slowly enough so the patrol car is highly visible.

In residential areas, do not drive at speeds in excess of 15 mph.

Smoking is prohibited in patrol cars.

RSVP Policies and Procedures

6.3 General Patrol Operations (cont'd)

PAY ATTENTION TO THE RADIO TRAFFIC. WHEN MAJOR POLICE ACTIVITY SUCH AS TRAFFIC ACCIDENTS OR SERIOUS CRIME IS OCCURRING, TAKE POSITIVE ACTION TO STAY AWAY FROM THE AREA UNLESS OTHERWISE DIRECTED BY DISPATCH OR A POLICE OFFICER.

Call signs are assigned as follows:

- The patrol car performing vacation checks in the southern part of the city will be SR-1.
- The patrol car performing vacation checks in the northern part of the city will be SR-2.
- The third patrol car will be SR-3.

**PROTECT LIVES BEFORE PROPERTY
THERE IS NO SUBSTITUTE FOR GOOD JUDGMENT!**

6.4 Preparing for Vacation House Checks

Daily Team Leader (*) –A Daily Team Leader (*) shall be designated for the routine vacation check patrol. The role and function of the * shall be to organize the day's activity prior to the arrival of the other team members. Duties include, but are not limited to:

- Grouping the active vacation check sheets for patrol distribution
- Insuring that all vacation check sheets are current

RSVP Policies and Procedures

6.4 Preparing for Vacation House Checks (cont'd)

Huntington Beach is divided into Reporting Districts (RD's) (see Figure 6.4-1).

1. Obtain the Vacation Check Report forms for the area to be patrolled, a Vacation Check List form, and an RD map from the RSVP desk.
2. Circle the numbers of the RD's of the homes to be checked on the RD map. Draw a line from RD to RD which will minimize the time and distance to be traveled.
3. Review the Vacation Check Reports to determine the times of day the homes were checked the previous day. For homes previously checked in the morning, check them in the afternoon and visa versa. Upon completion of the planning, list the RD numbers and residence addresses on the Vacation Check List in the order in which they are to be checked.
4. Print the information on the Vacation Check List so that it is legible.
5. Make one copy of the Vacation Check List. Prior to going on patrol, give one copy to Dispatch. Take one copy on patrol
6. Upon returning from patrol, return the Vacation Check Reports to the "Active House Check" folder in the RSVP office. Any forms that are no longer active should be signed off and placed in the "To Be Mailed" folder.
7. File the RSVP Daily Activity Log in the appropriate folder in the desk.

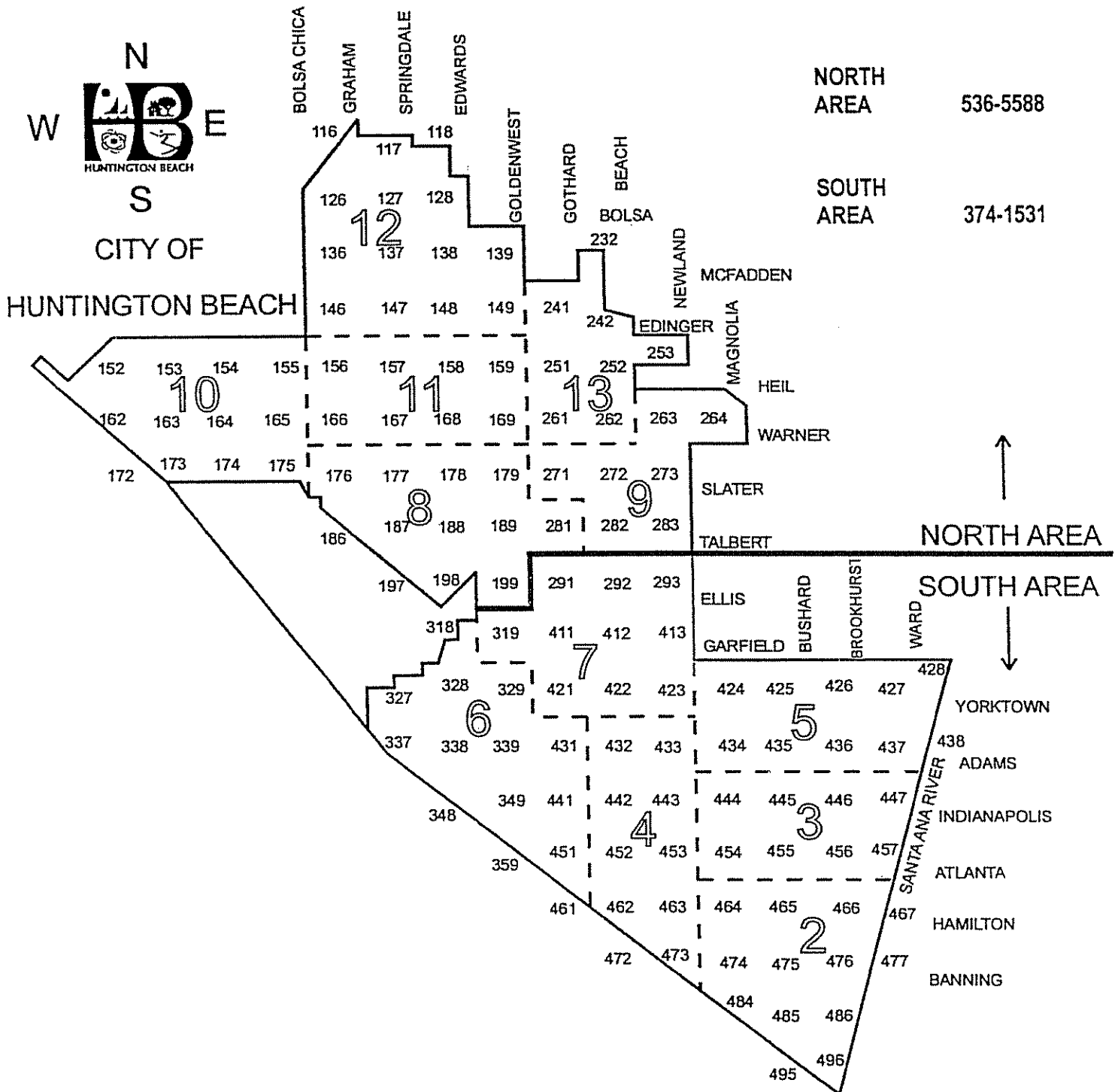
Upon completion of patrol, the team that signs off the last line of a Vacation Check Report form shall add a Continuation Form to the package and shall fill in the top portion of the form.

Hours of Patrol -- The Daily Vacation Check patrol shall be carried out between 1000 and 1600 hours. While it is appropriate to begin patrol prior to 1000, patrol should end at approximately 1600 provided vacation house checks are completed.

Because our presence in the community is an important aspect of the RSVP program, the patrol teams are requested to remain in the field as long as possible, within the spirit of the above outlined policy.

REPORTING DISTRICTS

Figure 6.4-1



RSVP Policies and Procedures

6.5 Conducting Vacation House Checks

- Drive to the Reporting District (RD) and find the street where the residence is located.
- Drive past the residence to observe any unusual or suspicious activity.
- If unusual activity is observed, report to Dispatch as follows:

EXAMPLE: "SR-2 Check 1, two white males removing property from front door of residence. Request assistance."

- Park the patrol car far away from the residence in a position where you can observe the activity. Get a description of the suspects and any vehicles involved in the activity. **Stay in the car and wait for patrol officers to arrive.**
- If no unusual activity is noted during the drive-by, park the patrol car at least two houses away from and facing the residence.
- Review the Vacation Check Report regarding dogs, alarms, backyard access and who is authorized to be on the property.
- Both RSVP's should exit the car, being sure to take the clipboard with Vacation Check Report forms. Close and lock the vehicle.

Conduct the vacation check as follows:

- Check the doors and windows of the residence.
- Pick up newspapers, flyers, etc., and place them on the property where they are not visible by passers-by. **Do not remove items from the property.**
- In areas of the city where alleys exist behind the residences, check the alley access to the property and garage door locks before declaring the residence secure.

NOTE: It is especially important that the first RSVP's to check the house note everything, so future patrols are informed about the original condition of the home.

If during the check of the residence broken windows, open doors, etc., are found, inform Dispatch as noted above and exit the premises. Return to the patrol car and wait for patrol officers.

If no problems are found during the vacation check, enter the date, names of RSVP members, "Appears Secure," and the time (military time). If a patrol officer is called because of unusual or suspicious circumstances, note the circumstances and results of the patrol officer's actions on the Vacation Check Report. Keep comments on Vacation Check Report professional and to a minimum. More than one line can be used if necessary.

RSVP Policies and Procedures

6.6 Parking Citations

RSVP's are authorized to write citations for the following parking violations:

- No Parking/Red Curb/Sign Posted
- Fire Lane Parking
- Handicapped Parking
- Fire Hydrant

Writing/issuing parking citations is not a "primary" duty of the RSVP's. To provide good customer service, RSVP's are encouraged to administer verbal/written warnings when applicable (see Figure 6.6-2). As an auxiliary function, RSVP's while on patrol, may issue citations for authorized parking violations. When writing a citation, certain basic procedures must be followed.

1. Park the patrol car so it does not impede traffic flow while writing the citation.
NEVER park the patrol car illegally while issuing citations.
2. Both patrolling RSVP's should view the vehicle and confirm the violation. Both RSVP's shall get out of the RSVP vehicle.
 - a. One RSVP should have the citation book and be ready to write the citation.
 - b. Both RSVP's shall be aware of their location.
3. Both RSVP's shall check the citation to ensure the proper code section is used. Both RSVP's shall write their names on the citation.
4. Place the violator's folded ticket portion securely under the windshield wiper on the driver's side.
5. Upon completion of patrol, make a copy of the citation. Place the original citation in the Out Box in the Report Writing Room and the copy in the folder in the desk in the RSVP office.

To cancel a citation: Write "CANCEL" in bold letters diagonally across the citation (all copies). All citation portions should be returned to the station. Make a copy for RSVP files and place citation in the Out Box in the Report Writing Room.

If a citizen becomes belligerent because you issued him/her a citation, call Dispatch and report a 415 (Disturbing the Peace), your location, the fact that you have written a parking citation, and request a patrol officer.

RSVP Policies and Procedures

6.6 Parking Citations (cont'd)

No Parking/Red Curb/Sign Posted

For RSVP's on patrol, these "No Parking/Red Curb/Sign Posted" areas shall generally be in commercial, retail, medical and residential apartment areas.

The "NO PARKING" signs must be clearly marked or posted.

Citations should clearly state the location of the violation, the vehicle position relative to the red curb or no parking area, and that the sign was clearly visible.

Fire Lane Parking

For RSVP's on patrol, "Fire Lane" parking areas, similar to "Red Curb" areas shall generally be in commercial, retail, medical and residential apartment areas.

The FIRE LANE parking sign must be clearly marked or posted.

Commercial vehicles are not exempt; however, in many "Fire Lane" designated areas, commercial vehicles park to load/unload cargo. As a general rule, do not cite commercial vehicles which are loading or unloading or performing external repairs to a facility.

Handicapped Parking

For RSVP's on patrol, "Handicapped" parking areas shall generally be in retail, medical, and parking structure areas.

The handicapped parking stall must be clearly marked with distinguishing handicap symbol and a sign with symbol posted immediately adjacent to, and visible from, each designated stall or space.

The vehicle must be visually checked to ascertain that distinguishing placard or license plate issued to physically handicapped drivers by the California Department of Motor Vehicles is visible in whole or part. California issues two types of placards: permanent and temporary.

If the placard is only partially visible, a Warning Notice should be carefully placed under the driver's side windshield wiper. (See Figure 6.6-2.)

Pin numbers of both RSVP's should be written on the Warning Notice. If no placard is visible as ascertained by both RSVP's, a citation may be issued. If a placard appears to have been altered or out of date, a citation should be issued. If a vehicle is parked in the blue striped "hash marks" section, a citation should be issued.

RSVP Policies and Procedures

Figure 6.6-1

Write the last four numbers of the VIN (Vehicle Identification Number) on the "Registered to" line.
If the vehicle has no license plate, write the entire VIN on this line.

If the VIN is not visible, write "VNV" on the "Registered to" line.

"Year" is the year of the registration sticker on the rear license plate.

"X" the appropriate citation.

Circle the fine.

Be sure to include each RSVP's signature.

HUNTINGTON BEACH POLICE DEPARTMENT PC 681901 PARKING CITATION

DATE 2-8-02	DAY FRI	TIME 1425
LOCATION E.H.P. (OR SPECIFIC ADDRESS)		
BETWEEN GARFIELD AND MAGNOLIA		
VEH LICENSE NO. 2GPL457	State CA Make OLDS	Year 95 Model CUTLAS Color WHITE
REGISTERED TO VNV		
ADDRESS		

THIS VEHICLE IS ILLEGALLY PARKED IN VIOLATION OF:		BAIL
1	13 16 020 Exp meter/beach lot	\$36
2	10 68 020 Exp. meter/business	\$32
3	10 68 030 Exp. meter/residential	\$36
4	10 68 040 Exp meter/rec	\$36
✓5	10 40 050c No Parking/Red Curb/Sign Posted	\$46
6	10 40 050d Street Sweeping	\$32
7	10 40 060 No Parking over 72 hours	\$36
✓8	22500 1 VC Fire Lane Parking	\$71
9	10 40 125 Parked "For Sale"	\$36
10	10 48 110 Alley Parking	\$46
11	10 52 010a City lot/out of space	\$36
12	10 52 010(f) City lot/Parked in Reserved Space	\$36
13	22502—a VC Curb parking	\$49
14	22505—b VC No Parking/signs posted/State Hlway	\$49
✓15	X 22507 8 VC Handicapped parking	\$250
✓16	22514 VC Fire Hydrant	\$49
17	21113a CVC Parking on Public Grounds	\$49
18		
19		
20		

Plus Handicapped
PARKS
± 10'

MUST BE ABLE TO READ
EXPIRATION DATE ON
PLACARD

Officer	BRADLEY 9087-GREY 9247	PC 681901
Remarks:	NO PLACARD - SPACE WELL MARKED	



ORIGINAL

415- DISTURBANCE

Figure 6.6-2

WARNING NOTICE

**Huntington Beach Police Department
RSVP (Retired Senior Volunteer Patrol)
2000 Main Street
Huntington Beach, California 92648
(714) 374-1507**

WARNING!

Your vehicle was parked in a designated Handicapped Parking Space without a properly displayed placard or DP license plate. The Officer leaving this warning, rather than writing a citation, took the time to view the interior of your vehicle and determined that you may have the proper placard, but that it is not properly displayed. The law requires the placard be displayed such that it can be viewed through the windshield of the vehicle. Please help us in our efforts to enforce the law and provide you with convenient parking locations.

Ronald E. Lowenberg
Chief of Police

Figure 6.6-3



RSVP Policies and Procedures

6.6 Parking Citations (cont'd)

Fire Hydrant

For RSVP's on patrol, alertness to violations of this code should be given in all areas patrolled.

The purpose of this citation is to ensure that the Fire Department has sufficient space around a hydrant to work.

The basic law requires a clear space of 15 feet on either side of the hydrant. Any incursion within the 15 feet is a violation.

In some areas, hydrants have a red curb on either side. In this case, the red curb overrules the 15-foot law and any incursion in the red curb is a violation.

In many residential areas, hydrants are less than 15 feet from residence driveways. Do not issue citations to vehicles parked in such driveways.

If there is minimal incursion by a vehicle into the red or 15-foot limit, do not write a citation.

Distance from hydrant to front/rear bumper should be measured and noted on the citation.

6.7 Sign Removal

It is illegal to post signs on public property. Public property includes:

- Utility poles
- Street light poles
- Fences, trees and walls around public property
- Median strips on public streets
- Publicly owned signs such as traffic control signs
- Flood control fences

RSVP members shall remove all signs posted on public property. Exceptions are:

- Political signs provided they do not pose a traffic or safety hazard
- Real estate open house signs may be displayed on street median strips only during the period of the open house
- Garage sale signs may be posed from Friday to Sunday
- Housing development advertising signs may be posted on Saturday and Sunday

RSVP Policies and Procedures

6.7 Sign Removal (cont'd)

RSVP members shall use extreme caution when removing illegal signs. If possible, park off the street. If off street parking is not available, park the patrol car as close to the right-hand curb as possible.

- Turn on the rear window or roof-top flashing lights on the patrol car. Keep trunk lid down.
- The driver shall remain in the patrol car.
- The member removing the sign shall exit the car from the right side only and close the car door.
- Upon opening the car trunk, the sign remover shall turn on the flashing light attached to the trunk lid, if available.
- When the sign removal is complete, turn off the light bar. Do not drive the patrol car with the light bar on at any time unless directed to do so by a police officer.

**THE SIGN REMOVER SHALL NOT STAND ON ANY PART OF THE
PATROL CAR WHILE REMOVING A SIGN.**

Dispose of paper signs in the large trash bin at the City Yard.

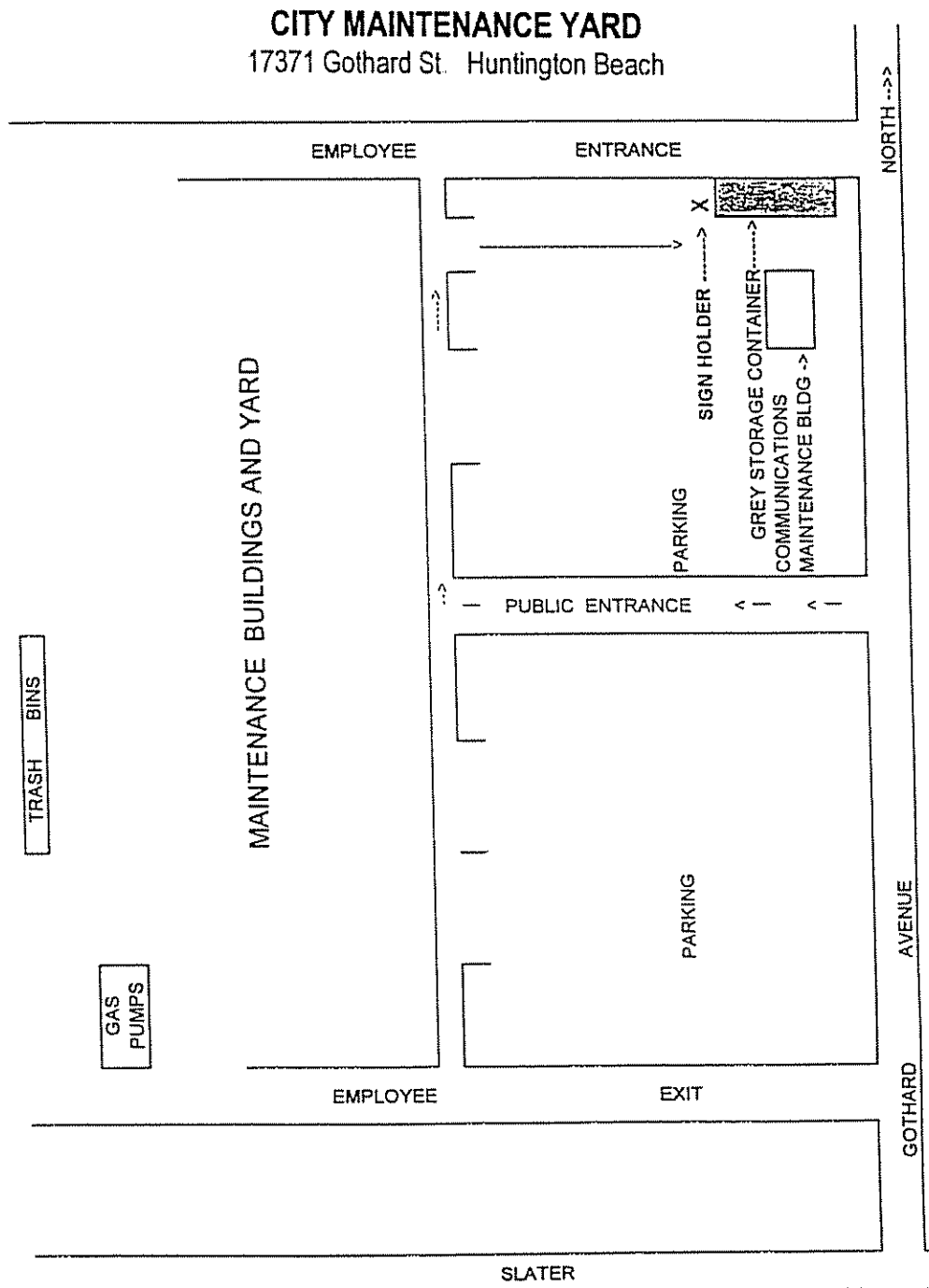
High Quality Commercial Signs

Definition – A commercial sign of high quality will normally be made from a high quality, durable material attached to a metal stake with a commercial company name and/or telephone number on the sign. Real Estate For Sale and Open House signs are a prime example of commercial signs of high quality.

Note: Signs with no real estate company name or telephone number noted on the sign will be disposed along with the paper and non-high quality signs in the large trash bin at the City Maintenance Yard.

Handling and Disposition of High Quality Commercial Signs – The RSVP removing the commercial sign shall, upon completion of patrol, take all high quality commercial signs to the City Municipal Yard and place in the sign holder. See map for direction.

Figure 6.7-1



HUNTINGTON BEACH ZONING AND SUBDIVISION ORDINANCE
CHAPTER 233

233.08 Exempt Signs (3334-6/97)

Signs exempt from the sign permit requirements of this chapter include: (3334-6/97)

- A. Corner stones, including names of buildings, dates of erection, and citations that are made an integral part of the structure. (3334-6/97)
- B. Credit card, trading stamp, or trade association signs not exceeding 0.5 square feet each. (3334-6/97)
- C. Governmental flags of any governmental agency not used for commercial promotional purposes. (3334-6/97)
- D. Neighborhood Watch signs. (3334-6/97)
- E. Notices posted by a utility or other quasi-public agent in the performance of a public duty or by any person giving due legal notice. (3334-6/97)
- F. Official notices of any court, public body or officer. (3334-6/97)
- G. Oil operations signs consistent with Title 15 of the Municipal Code. (3334-6/97)
- H. One construction sign per street frontage with a maximum sign area of 32 square feet located on a construction site during the course of construction. Removal is required prior to issuance of a certificate of occupancy or final inspection, whichever comes first. (3334-6/97)
- I. One name plate, not over six (6) square feet of area, displaying the name and/or profession of the occupant of the building and/or the address, may be placed at each door, loading dock, or other entrance facing a public street. (3334-6/97)
- J. On-premise parking and other directional signs, not exceeding one double-faced sign per entrance, not exceeding two (2) square feet in area and four (4) feet in height. Such signs shall not include business identification product, or logo. (3334-6/97)
- K. Open house signs, not to exceed six (6) square feet and four (4) feet in height, may be displayed adjacent to the entrance of a property for sale or rent during daylight hours when the property is open for inspection. (3334-6/97)
- L. Pennants corresponding to a City sponsored event or theme. The pennants shall be on light standards located on private property, a maximum of 30 square feet per pennant, with a minimum eight (8) foot clearance from the ground. Written text shall be restricted to the name and dates of the event. Pennants shall be removed within five (5) working days upon the completion of the event. (3360-12/97)
- M. Political campaign signs which do not pose a traffic or safety hazard, are not erected more than 75 days prior to or remain more than 15 days after an election, and have been granted permission of the property owner for display. Political signs shall be prohibited in street medians and dividers. (3334-6/97, 3360-12/97)

HUNTINGTON BEACH ZONING AND SUBDIVISION ORDINANCE
CHAPTER 233

233.08 Exempt Signs (cont'd) (3334-6/97)

- N. Promotional Activity signs for Vehicle Sales Dealerships provided they comply with the provisions set forth in Section 233.28 G. (3360-12/97)
- O. Public transmit seating signs and public information, direction, and warning signs erected by a public agency. (3334-6/97)
- P. Real estate signs provided they comply with the provisions set forth in Section 233.06 F. (3360-12/97)
- Q. Signs manufactured as a standard, integral part of a mass-produced product accessory to a commercial or public or semi-public use, including telephone booths, vending machines, automated teller machines, and gasoline pumps. (3334-6/97)
- R. Signs within a building not visible from a public street and window signs not exceeding 20 percent of the visible area of a window (50% during December). No window sign shall be displayed above the second story. (3334-6/97, 3360-12/97)
- S. Signs required by the Americans with Disabilities Act (ADA). (3360-12/97)
- T. Street address numerals. (3334-6/97)
- U. No-trespassing signs posted a minimum of 100 feet apart. (3334-6/97)

233.10 Prohibited Signs (3334-6/97)

- A. Canvas signs, banners, pennants, streamers, balloons or other temporary signs except as provided in Sections 233.08 (Exempt Signs), 233.16 (Subdivision Directional Signs) or 233.18 (Promotional Activity Signs). (3334-6/97, 3360-12/97)
- B. Mobile, A-frame, and portable signs and those of a similar nature which are not permanently attached to the ground or building except as provided in Sections 233.18 or 233.20. (3334-6/97)
- C. Roof signs. (3334-6/97)
- D. Signs which resemble any official marker erected by the city, state, or any governmental agency, or which, by reason of position, shape, color or illumination would conflict with the proper functioning of any traffic sign or signal or would be a hazard to vehicular or pedestrian traffic. (3334-6/97)
- E. Sign which produce odor, sound, smoke, fire or other such emissions. (3334-6/97)
- F. Flashing, moving, pulsating, or intermittently lighted signs, mechanical movement signs, including searchlights, except electronic readerboards and public service signs such as those for time and temperature. (3334-6/97)

HUNTINGTON BEACH ZONING AND SUBDIVISION ORDINANCE
CHAPTER 233

233.10 Prohibited Signs (cont'd) (3334-6/97)

- G. Animals or human beings, live or simulated, utilized as signs. (3334-6/97)
- H. Projecting signs, except canopy or awning signs and under-canopy signs, subject to subsections 233.05(A) or 233.06(E). (3334-6/97, 3360-12/97)
- I. Signs which constitute a nuisance or hazard due to their intensity of light. (3334-6/97)
- J. Signs visible from and within 100 feet of an R district which are illuminated between the hours of 10:00 P.M. and 7:00 A.M. unless they identify an establishment open for business during those hours. (3360-12/97)
- K. Off-premises signs, including billboards or advertising structures installed for the purpose of advertising a project, subject or business unrelated to the premises upon which the sign is located, except subdivision directional signs and multiple user electronic readerboards. (3334-6/97)
- L. Abandoned signs and signs which no longer identify a bona fide business conducted on the premises. Such signs shall be removed by the property owner within 60 days of the business' closing date. The sign panel may be turned over (blank side out) if the sign complies with code. (3334-6/97, 3360-12/97)
- M. Signs on any public property, including signs affixed to utility poles, or projecting onto the public right-of-way, except political signs and those required by law. This section shall not prohibit the placement of advertising panels on public service items including, but not limited to, trash receptacles, bicycle racks, bus benches, transit shelters, and telephone booths, within public rights-of-way or in publicly-operated beaches or parks provided such items are placed in accord with an agreement granted by the City Council. (3334-6/97, 3360-12/97)
- N. Vehicle signs, signs affixed to automobiles, trucks, trailers or other vehicles on public or private property for the basic purpose of advertising, identifying or providing direction to a use or activity not related to the lawful use of the vehicle for delivering merchandise or rendering service. Any such vehicle signs which have as their primary purpose to serve as a non-moving or moving display are prohibited. (3334-6/97)

233.18 Promotional Activity Signs (3334-6/97)

- A. Promotional activity signs may be placed on a site submitted to the approval of the Director, provided that temporary signs comply with this section, and do not create safety hazards or block signs identifying adjoining establishments. (3334-6/97)
- B. A temporary sign permit for promotional activity banners, pennant or pennants, unless otherwise specified, shall be valid for a maximum of ninety (90) days in any calendar year and shall not be renewable. (3334-6/97, 3360-12/97)

HUNTINGTON BEACH ZONING AND SUBDIVISION ORDINANCE
CHAPTER 233

233.18 Promotional Activity Signs (cont'd) (3334-6/97)

- C. A promotional activity banner or banners shall not exceed one square foot of banner area of reach linear foot of building frontage and in no case shall the total banner area exceed 100 square feet. Pennants shall be limited to a maximum of one square foot for each pennant. (3334-6/97, 3360-12/97)
- D. A temporary sign permit for grand opening promotional activities shall be allowed for ninety (90) days, and the permit is not renewable. A promotional activity banner, as permitted above, shall not be affected by the issuance of a grand opening sign permit during the same calendar year. The sized of a grand opening banner shall not exceed the size specified in Section 233.18 C. (3334-6/97, 3360-12/97)
- E. Promotional signs shall not be in a condition of disrepair. Disrepair shall include torn, faded or sagging signs. (3334-6/97)
- F. Sites with electronic readerboards shall be permitted to have promotional activity signs displayed a maximum of fifteen (15) days per calendar year. (3334-6/97)
- G. Vehicle sales businesses on Beach Boulevard shall be exempt from these limitations on promotional activity signs provided they comply with the following: (3334-6/97, 3360-12/97)
 - 1. Eighteen inch (18") non-metallic helium balloons and large non-metallic inflatables may be displayed on the weekends (Friday 9:00 A.M. through Sunday 12:00 Midnight), provided they do not project over the public right-of-way. (3334-6/97)
 - 2. Automobile dealerships on Beach Boulevard shall be permitted to display flags, pennants, banners and car-top signs through the year. (3334-6/97)
- H. Vehicle sales businesses on Beach Boulevard shall obtain a temporary sign permit for the use of large displays and inflatables larger than eighteen inches (18") in diameter. The displays and inflatables shall be affixed directly to the ground or roof of a building; the displays and inflatables shall not be elevated up in the air. The displays and inflatables shall be limited to a maximum of twelve (12) weekends per calendar year. (3360-12/97)

RSVP Policies and Procedures

6.8 Patrol Orders

On occasion, the Police Department shall require RSVP's to perform non-routine duties during patrol operations. An example of such duties could be:

"Patrol the parking lot at Smith School from 3-15-02 to 3-17-02 between 1400 and 1430. Check for handicap violations."

Such patrol orders shall be issued by the RSVP Coordinator and copies of the orders shall be filed with the active Vacation Check Reports. On completion of patrol order instructions, record the completion on the first blank line on the Daily Activity Log form (beneath "Citizen Contact.")

SECTION 7.0 – COMMUNICATION PROCEDURES

Proper knowledge of communications procedures and the correct use of these procedures is of the highest priority to members of the RSVP program.

Two types of communications systems are available to RSVP members. These are:

1. The Police Radio System
2. The 911 Emergency Telephone System

As a rule, the 911 system (dialing 9-1-1) shall be used for the following messages:

- Long, routine, non-emergency messages to Dispatch.
- When calling in at the request of Dispatch.

The car radio shall be used as follows:

- When requesting a patrol unit because of unusual or suspicious conditions at a vacation check location.
- When reporting observed conditions that shall require police, fire, or paramedic response, e.g., traffic accidents, fires, etc.

RSVP members shall study and become familiar with the radio codes contained in the Orange County Official Radio Code Book.

Radio codes shall be used for the sake of brevity. In emergency situations that threaten life or property, plain language should be used.

In all cases of using the radio, take the time to plan the message so it is clear and concise.

RSVP members shall study and learn the phonetic alphabet in the official code book. The phonetic alphabet shall be used when reporting license plate information.

RSVP Policies and Procedures

7.0 COMMUNICATION PROCEDURES (cont'd)

When on patrol, RSVP members shall monitor all radio calls for the following conditions:

- Calls directed to the RSVP patrol unit.
- The location of major police activity. In the event of such activity, the RSVP patrol unit shall stay away from such locations unless specifically directed by Dispatch or a Police Officer to go to that location.

Heavy Radio Traffic – RSVP members shall take care not to break into police radio traffic to make routine reports.

WHEN THE RADIO BEEPER IS ON, RSVP MEMBERS SHALL MAKE NO RADIO TRANSMISSIONS UNDER ANY CIRCUMSTANCES.

Knowledge and correct use of radio communications is an absolute must for all RSVP members.

When giving a description of a person to Dispatch, provide as much of this information as possible:

- Name
- Sex
- Race
- Age
- Date of Birth
- Height
- Weight
- Color of Hair
- Color of Eyes
- Complexion
- Significant physical characteristics that aid in identification, i.e., scars, tattoos, missing limbs, etc.
- Description of clothing from the head down

When giving the description of a motor vehicle to Dispatch, provide as much information as possible.

- Location
- License Number
- Color
- Year
- Make
- Model/Body Type
- Vehicle Identification Number
- Any other information.

If the suspect car is mobile, tell the Dispatcher the color, make and direction of travel.

RSVP Policies and Procedures

SECTION 8.0 - SUBSTATIONS

RSVP's working the substation shall adhere to all policies and procedures in this manual as well as instructions from the Police Officer, Sergeant, or Lieutenant in charge of the substation.

Substation Chain of Command: Substation scheduler shall give the RSVP Coordinator a copy of the monthly schedule and shall keep RSVP Coordinator informed of activities at the substation.

RSVP's shall wear their uniform while working the substations. **No exceptions.**

RSVP's working the South substation assignment may request a radio from the Watch Commander to use for the day.

SECTION 9.0 - DISMISSAL

Failure to comply with these policies and procedures as well as those of the Huntington Beach Police Department will result in immediate dismissal from the RSVP program.

Failure to adhere to the Huntington Beach Police Department values statement will result in immediate dismissal from the program

Volunteers can be fired.

SECTION 10.0 - RESIGNATION

It is requested that the RSVP submit a letter of resignation to the RSVP Coordinator.

The following items shall be returned to the RSVP Coordinator within one week of resignation:

- Badge
- RSVP issued shirt, complete with patches
- Any uniform top or jacket you bought yourself is your property; however, please remove and return volunteer patches and Huntington Beach Police patches from those items.
- Issued uniform pants
- Uniform belt
- Radio holder (if you received one)
- Parking pass
- Vehicle key(s)
- Building key

If you have been with the program more than five years, you may have your badge encased in Lucite. The PRIDE Foundation provides this for you as a gift of thanks for your valued service.