



Monday, April 21, 2008

Welcome Message from the Chief

Information

[Phone Book](#)
[My Neighborhood](#)
[Crime Prevention](#)
[Fingerprinting Info](#)
[Welcome Message](#)
[Homeland Security](#)
[Disaster Preparedness](#)
[Reverse 911/TTY Reg.](#)
[Pager for the Deaf](#)
[FAQ's](#)
[Search](#)
[Careers](#)
[Property & Evidence](#)
[Current Budget](#)
[Annual Report](#)
[Alcoholic Beverage Control](#)
[CPTED High-rise Training](#)
[Alarm Permits](#)
[Crime Alert](#)
[Website Suggestion Form](#)
[Victims of Crime Resource Center](#)
[Supplemental Police Employment](#)

Media Relations

[Press Releases](#)
[SacPD Blog](#)

File Online Reports

[Crime Report](#)
[Employee Recognition](#)
[Gang/Narc & Crime Tips](#)
[Code Enforcement](#)
[Citizen Complaint](#)

Obtain Information

[Accident Reports](#)
[Police Reports](#)
[Criminal Records](#)
[Police Statistics](#)
[Clearance Letters](#)

Crime Information

[Crime Mapping](#)
[Registered Sex Offenders](#)
[Megan's Law](#)
[Databases](#)
[Sacramento City Codes](#)
[SPD Crime Classifications](#)
[Annual Statistics](#)

Multimedia



Rick Brazier
Chief of Police

The Sacramento Police Department has always strived to represent excellence. way to do this is by staying one step ahead by anticipating trends so we can be proactive in all areas, taking action before we have to react to crises. We must always stay a step ahead by planning for future staffing needs, using technology wisely and being prepared for lean budget times.

We must also always remember our most important way to stay a step ahead of crime and that is through open communication with the community we serve. You and your community, are our best eyes and ears for what is happening in your neighborhood as well as helping us find ways to reduce crime. Working with you in an open and collaborative manner also holds us accountable which benefits the community most.

Help us stay a step ahead by keeping yourself informed, and letting us at the Sacramento Police Department know your concerns and ideas.

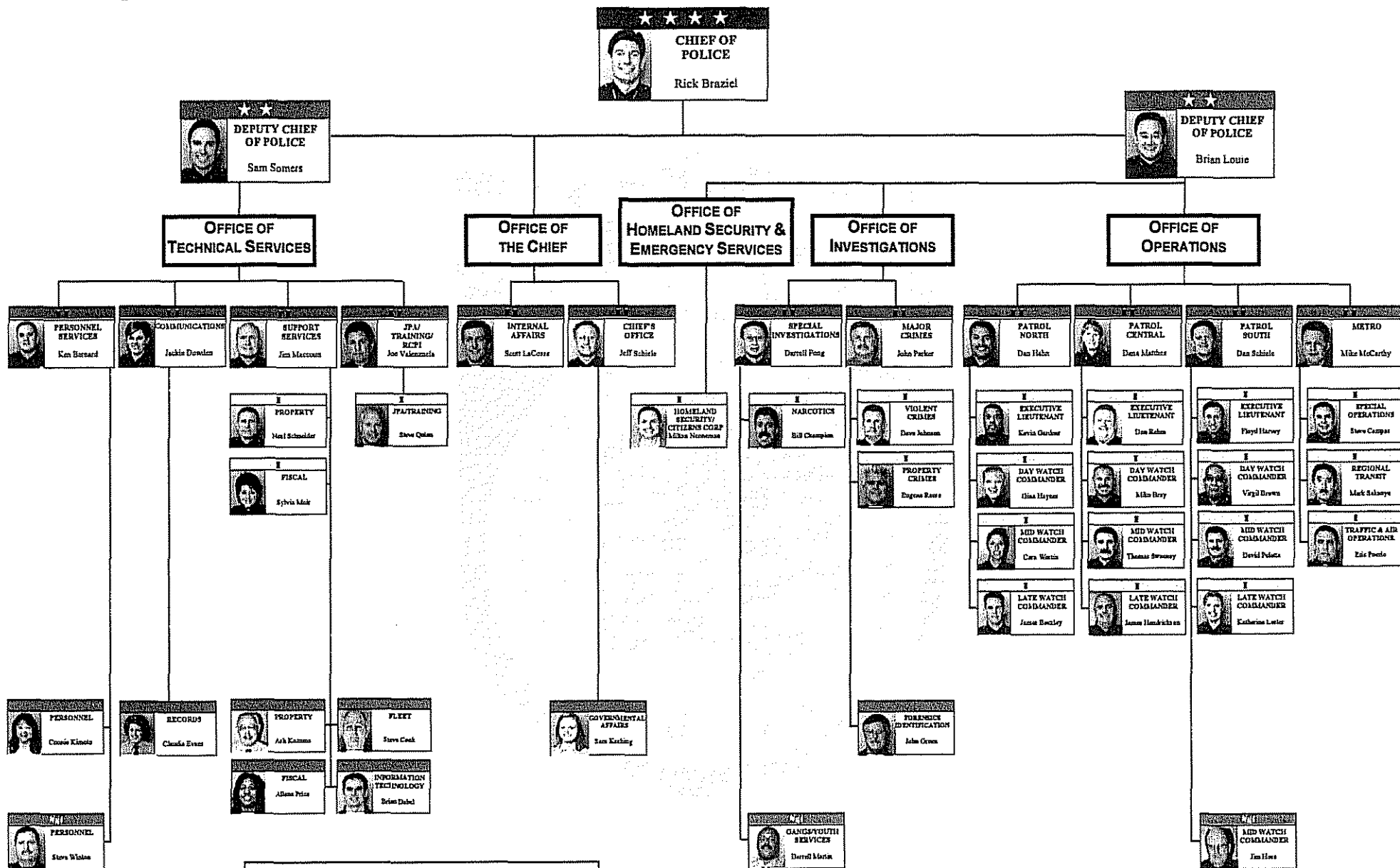
Sincerely,

Rick Brazier, Chief of Police



Sacramento Police Department

Organizational Chart ~ 2008

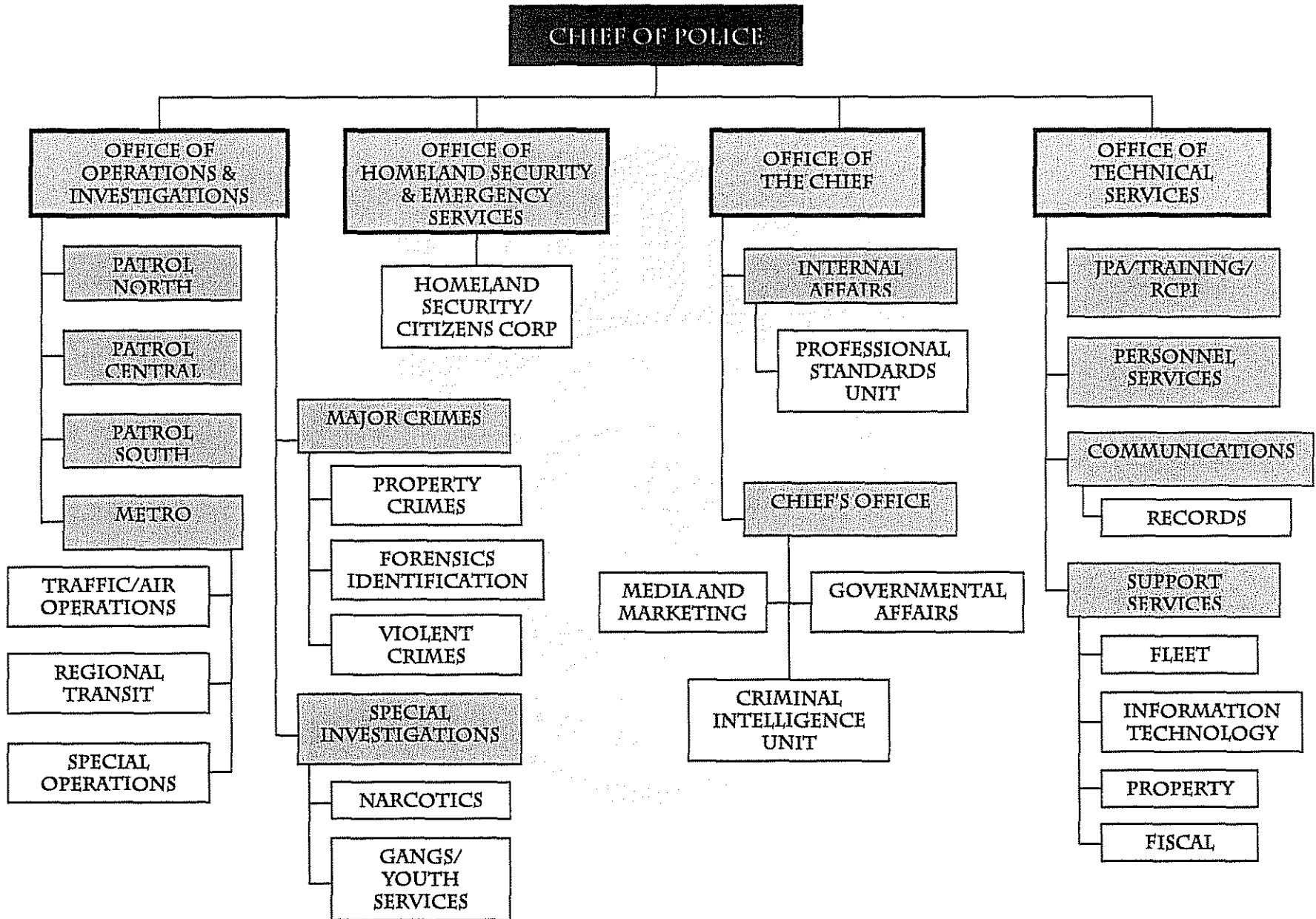


- Sworn Commanding Officers of the rank of Captain
- Sworn Commanding Officers of the rank of Lieutenant
- Civilian Commanding Officers comparable to the rank of Lieutenant
- Sworn Commanding Officers comparable to the rank of Lieutenant



Sacramento Police Department

Organizational Chart ~ 2008





SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



120.02 CHAIN OF COMMAND 06-03-94

PURPOSE

To establish the chain of command by which the Department operates.

POLICY

To provide for the flow of information and decisions in an orderly and timely fashion.

PROCEDURE

A. CHAIN OF COMMAND

The Department shall have two separate but related ranking orders of authority to reflect the different but interrelated operations of the Department.

1. Line Operations
 - a. Each sworn member of the Department, up to and including the rank of lieutenant, is the classified service. All other sworn members of the Department above the rank of lieutenant, up to and including the Chief of Police (COP), are of the unclassified service.
 - b. Operations of the department involved in enforcement, emergency operations, or line operations shall function through the following chain of command:
 - (1) COP
 - (2) Deputy Chief of Police
 - (3) Captain
 - (4) Lieutenant
 - (5) Sergeant
 - (6) Officer.
2. Administrative Operations
Operations of the department involved in administration shall function through the following chain of command:
 - a. COP
 - b. Office Chief
 - c. Division Commander/Manager
 - d. Section Commander/Administrator
 - e. Unit Supervisor
 - f. Shift/Team/Detail/Squad Leader
 - g. Other employees.

B. COMMAND OF THE DEPARTMENT

1. The (COP) shall exercise command over all personnel within the Department. In the absence of the COP, the order of succession to the command of the Department shall be one (1) of the Deputy Chiefs of Police. Succession as Acting Chief of Police is subject to approval by the City Manager.
2. In the absence of unclassified members of the Department, the senior on-duty watch commander shall be designated as the ranking authority of the Department. This includes supervision over, and responsibility for, all personnel in the Department.
3. During a long term absence or disability of the COP, a member of the Department designated by the City Manager shall perform the duties and exercise the powers of the COP.



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



120.01 ORGANIZATIONAL STRUCTURE DEFINED 06-13-07

PURPOSE

The purpose of this order is to define the organizational structure of the Department.

POLICY

It shall be the policy of the Sacramento Police Department to maintain an organizational structure that provides for the efficient flow of information both up and down the chain of command while providing intra-department communications.

PROCEDURE

A. DEFINITIONS

The structure of the Sacramento Police Department is outlined in the definitions in this order. These definitions provide standardized terminology to use when discussing operations and organization of the Department.

1. **DEPARTMENT** - The Sacramento Police Department
2. **OFFICE** - The primary subordinate organizational unit in the Department.
3. **AREA** - A primary geographic subdivision of the Department. Currently, only the Office of Operations uses this subdivision.
4. **DIVISION** - A primary subordinate organizational unit of an Office. A Division has Department-wide responsibility for performing a specific function.
5. **WATCH** - A primary organizational unit of an Area command. A Watch is a designated span of time personnel are scheduled to work, i.e., Day, Mid, or Late.
6. **SECTION** - Usually the secondary unit of an Office, the primary unit of a Division. A Section is assigned to perform part of the responsibility of the Division.
7. **DISTRICT** - A District is a primary geographical subdivision of an Area and the primary organizational unit of a Watch.
8. **UNIT/TEAM** - A subdivision of a Section/District assigned to perform a specialized activity.
9. **BEAT** - A Beat is the primary geographical subdivision of a District.
10. **DETAIL/SQUAD** - A subordinate part of a unit designed to handle specific tasks or projects. The assignment may be temporary or permanent.

B. DEPARTMENT ORGANIZATION

The Department operational organizational chart, Diagram 120.01.01, shows the span of control and delineates the chain of command within the Sacramento Police Department. All orders, instructions, reports and formal communications should adhere to the routine channels indicated on this chart except in cases of emergency or routine coordination.

Receipt of Volunteer Handbook
City of Sacramento

Acknowledgment

I have received a copy of the volunteer handbook that outlines the policies and procedures of the City of Sacramento that were in effect at the date of publication. I have read and understand the information in it and agree to abide by the policies during my volunteering. This handbook does not constitute a contractual arrangement or agreement of any kind between the City of Sacramento and its volunteers, including, but not limited to, the terms and conditions of volunteering.

I understand that I may request information from my supervisor or the City-wide Volunteer Coordinator if I have any questions or concerns about any of the information outlined in this handbook.

I understand that these policies and procedures are evaluated on a continual basis and may be modified, amended or cancelled at any time at the sole option of the City with or without notice.

Signature of Volunteer

Date

Volunteer Services
Department of Human Resources
City of Sacramento
921 Tenth Street, Fifth Floor
Sacramento, CA 95814

Phone (916) 808-8317

RECEIPT & ACKNOWLEDGMENT OF VIPS VOLUNTEER HANDBOOK

This volunteer handbook is an important document intended to help you become acquainted with VIPS. This handbook will serve as a guide. It is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the VIPS Handbook.

- I understand the policies and benefits described in the Volunteer Handbook are subject to change at the sole discretion of the VIPS Coordinator or the Sacramento Police Department.
- I further understand my volunteering is terminable at will, either by me or VIPS, regardless of the length of my volunteering.
- I am aware that during the course of my volunteering, confidential information will be made available to me. I understand this information is critical to VIPS and must not be disseminated within or outside of the Sacramento Police Department premises.
- I understand my signature below indicates I agree to read this handbook and that I have received a copy of the VIPS Volunteer Handbook.
- I understand that misuse of any equipment, identification or misrepresentation by me as any position other than a volunteer is absolutely prohibited.

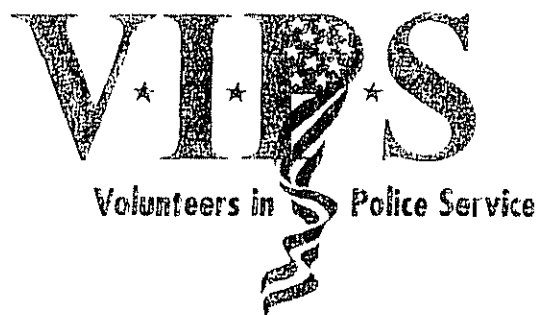
Volunteer's Signature

Date

Volunteer Coordinator's Signature

Date

SACRAMENTO POLICE DEPARTMENT VOLUNTEER PROGRAM



PURPOSE OF HANDBOOK

Purpose of the Volunteer Handbook

The purpose of the volunteer handbook is to provide information about the City of Sacramento and to help answer some of the questions you may have as you begin volunteering. In addition to information about the City, the handbook includes forms and policies applicable to many volunteers. Your supervisor will discuss those with you. Please feel free to contact the City-wide Volunteer Coordinator if you have any questions or comments. Your input is valuable in revising the handbook and providing training to volunteers and staff.

All volunteers complete an application form and other documentation. Volunteers also go through some screening depending on the type of volunteer opportunity you choose. In most instances two references will be contacted. In other cases more extensive screening such as fingerprinting or a background check may be required.

You can expect a general orientation (including this handbook) as well as training specific to your assignment – often on-the-job training. Please ask questions if you need more information about your tasks.

You are part of a team of volunteers who provide tens of thousands of hours of service to the City and its non-profit partners each year. We appreciate your service and we're glad you are here!

Mary Lynn Perry
City-Wide Volunteer Coordinator
Department of Human Resources
Phone: (916) 808-8317
Email: mperry@cityofsacramento.org
Web Site: www.cityofsacramento.org/volunteers

PURPOSE OF THIS HANDBOOK

This handbook has been prepared to inform you about the Sacramento Police Department's VIPS (Volunteers In Police Services) history, philosophy, practices, and policies, as well as the benefits provided to you as a valued volunteer and the conduct expected from you.

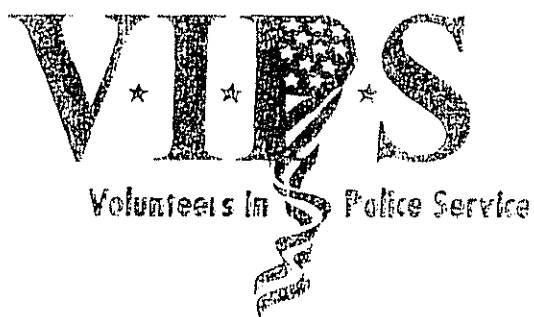
No volunteer handbook can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and volunteer together in a harmonious relationship.

We hope this handbook will help you feel comfortable with us. We depend on you. Your success is our success. Please don't hesitate to ask questions. Your Volunteer Coordinator will gladly answer them. We believe you will enjoy your volunteer work and your fellow volunteers. We also believe you will find the Sacramento Police Department a good place to volunteer.

We ask that you read this handbook carefully, and refer to it whenever questions arise. We also suggest that you take it home so your family can become familiar with VIPS and our policies.

VIPS's policies, benefits and rules, as explained in this handbook, may be changed from time to time as business, volunteer legislation, and economic conditions dictate. If, and when, policies are changed, you will be given replacement pages for those that have become outdated. A copy will also be placed on the bulletin board.

SACRAMENTO POLICE DEPARTMENT VOLUNTEER PROGRAM



INTRODUCTION

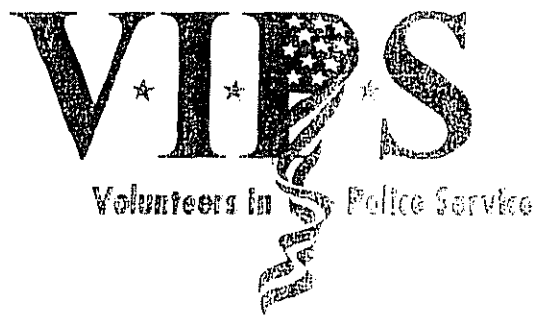
INTRODUCTION

As a volunteer for the Sacramento Police Department you will soon realize many responsibilities which accompany working within a police agency. Sworn personnel, civilian staff members, and police volunteers all must work together to uphold the high standards of the police profession. By doing so, our Department will continue to maintain its reputation of competence, credibility, and trust among the community.

As a volunteer for the Department you will have the opportunity to contribute to the overall quality of service to the community. It is important that you portray the proper and desired image of the Department when you are interacting with the public. The citizens have a right to expect only the best from their police department. As a police department representative, you are asked to make a commitment to providing your best service to the Department and to the community.

Please read through the following pages carefully to become better acquainted with the Sacramento Police Department's Volunteer Services. This handbook explains program rules and will serve as a reference for you during the time you are a volunteer.

SACRAMENTO POLICE DEPARTMENT VOLUNTEER PROGRAM



MISSION STATEMENTS

MISSION STATEMENT

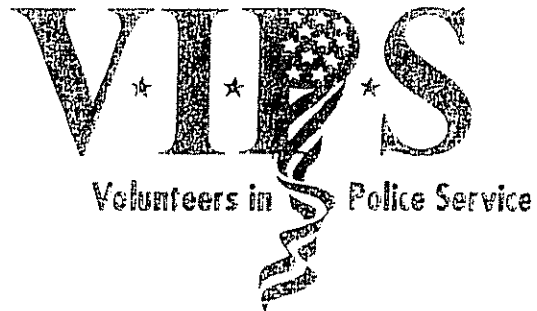
Our goal is to provide trained citizen volunteer patrol units, who are non-confrontational, to conduct high visibility vehicle patrols within Sacramento's residential and commercial neighborhoods. These citizen patrol units will provide sworn officers with an additional set of "eyes and ears."

Our members believe citizen involvement in the police department is essential to the quality of life in the community of Sacramento.

We believe crime reduction within our community occurs when citizen patrols are observing, listening, and informing police so intervention in problems can take place.

We will act as "Ambassadors of Good Will" while patrolling, by giving the public the opportunity to become familiar with services provided by the Sacramento Police Department as well as a better understanding of the inner workings of the Police Department.

SACRAMENTO POLICE DEPARTMENT VOLUNTEER PROGRAM



SACRAMENTO CITY; DEPARTMENT HISTORY; MAPS

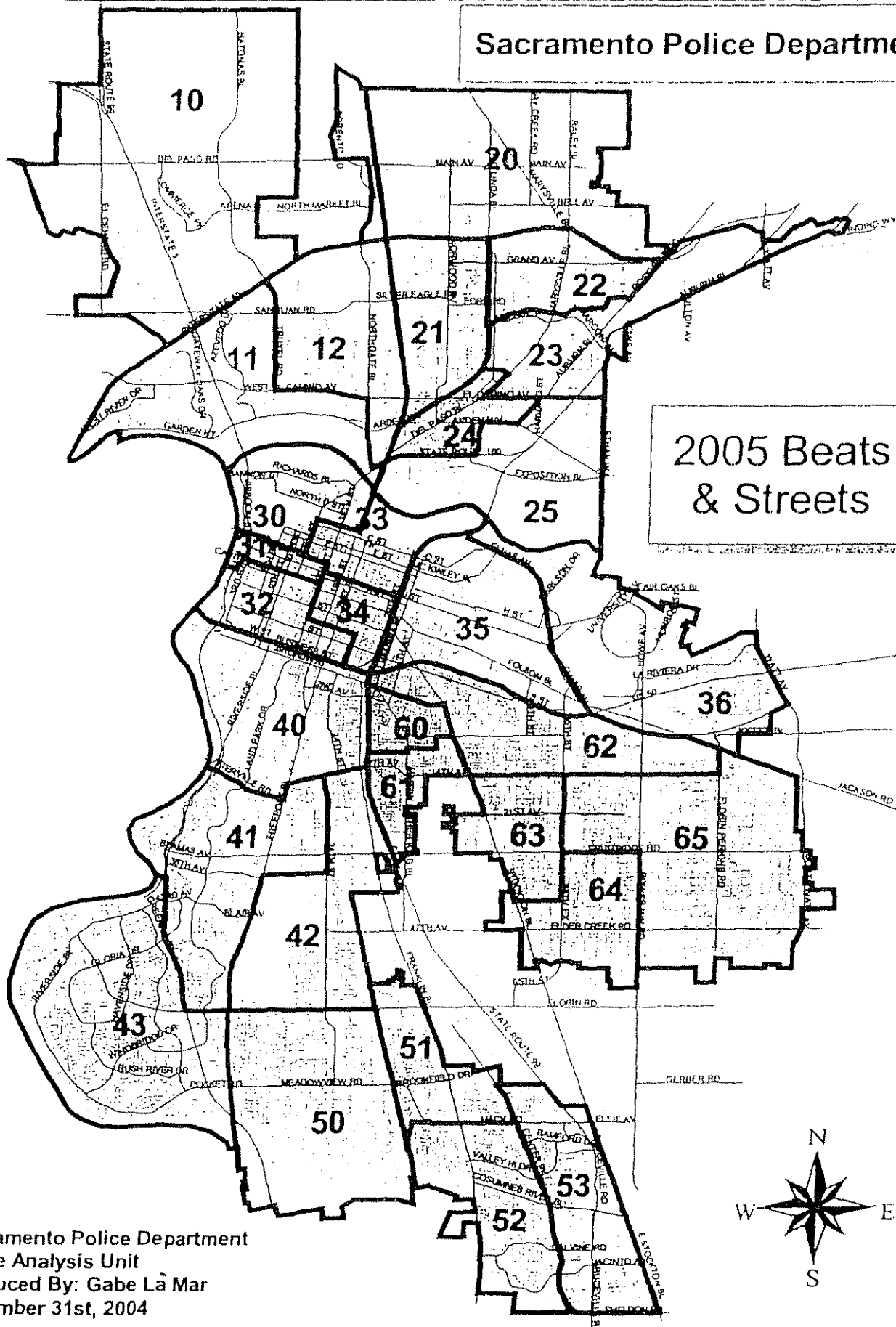
A Brief History of Sacramento

The City of Sacramento was founded in 1849 and is the oldest incorporated city in California. Until Mexico gained its independence from Spain in 1821 and asserted dominion over Alta California, the Sacramento Valley was unknown territory to all but the Miwok and other native populations, and a few European and American explorers. In the 1830's and 1840's, however, the Mexican governors of California extended their influence by granting large chunks of land in the interior of California to their supporters. One who benefited from such opportunities was John (or Johann) Sutter, who received 48,400 acres of land from Governor Alvarado in 1844 and built a fort and thriving ranch near the confluence of the American and Sacramento rivers – the site of modern-day Sacramento.

At first, Sutter's settlement was mainly known as a stopping point for the travelers who traveled out to California from the East. But, after the discovery of gold at Sutter's sawmill in January 1848, waves of gold seekers invaded the area, creating a tent city along the Sacramento River. In 1849, 2000 people lived in the settlement. That number had risen to 9,000 a year later, and Sacramento continued to grow quickly. Its establishment as the State Capitol in 1854 ensured Sacramento's future as one of the West's most important cities.

Today, Sacramento has grown into the eighth-largest city in California (by population) with over 400,000 residents. Sacramento attracted people from the entire world in the 1800's and still does today, creating a culturally diverse community. State, local and Federal governments are its biggest employers; trade and industry flourish, as do financial, real estate and other types of services.

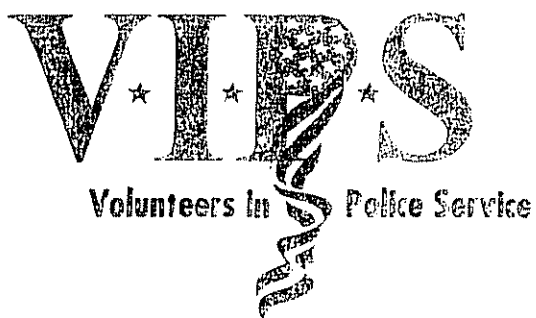
Sacramento Police Department



2005 Beats & Streets

Sacramento Police Department
 Crime Analysis Unit
 Produced By: Gabe La Mar
 September 31st, 2004

SACRAMENTO POLICE DEPARTMENT VOLUNTEER PROGRAM



CODE OF STANDARDS; CODE OF CONDUCT

CODE OF CONDUCT

It is essential that the public we serve have trust in its police organization. Everything we do as an organization needs to strengthen that trust. In order to further this goal, the Sacramento Police Department must work as a team to achieve our mission based on department values.

TRUST

- We work to develop an atmosphere of trust among ourselves
- We honor our words and keep our commitment.
- We are worthy of the public's trust.

ETHICS

- Honesty and truthfulness are essential
- Our integrity will be exemplary.
- Our conduct will serve as an example to all

ACCOUNTABILITY

- We will carry out our job responsibilities in a conscientious and professional manner.
- We will be accountable for our performance and the Department's success

MUTUAL RESPECT

- We are committed to treating each other and the community with courtesy and dignity

STANDARDS OF CONDUCT

Whenever people gather together to achieve goals, some rules are essential to help everyone work efficiently, effectively, and harmoniously. As VIPS we hold ourselves to a high standard of quality.

By volunteering with the Department, you accept a responsibility to VIPS and to your fellow volunteers and the police department to adhere to certain specific rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary.

UNACCEPTABLE ACTIVITIES

Generally speaking, we expect each person to act in a mature and responsible manner at all times. However, to avoid any confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as add to the professionalism of the VIPS. If you have any questions concerning any volunteer safety rule, or any of the unacceptable activities listed, please see your Volunteer Coordinator for an explanation.

Occurrences of any of the following violations because of their seriousness, will result in immediate dismissal without warning.

- Willful violation of any Department rules; any deliberate action that is extreme in nature and is obviously detrimental to VIPS.
- Willful violation of security or safety rules or failure to observe safety rules of VIPS safety practices; failure to wear required safety equipment; tampering with VIPS equipment or safety equipment.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while volunteering; use or possession or sale of controlled substance drugs in any quantity while on department premises except medications prescribed by a physician which do not impair volunteer performance.
- Unauthorized possession of dangerous or illegal firearms, weapons, or explosives on department property or while on duty.
- Engage in criminal conduct or acts of violence, or making threats of violence.

toward anyone on department premises or when representing VIPS, fighting, or horseplay or provoking a fight on department property, or negligent damage of property.

- Insubordination or refusing to obey instructions properly issued by your Volunteer Coordinator
- Threatening, intimidating or coercing fellow volunteers on or off the premises - at any time, for any purpose.
- Theft of department property or the property of fellow volunteers; unauthorized possession or removal of any department property, including documents, from the premises without prior permission from management, unauthorized use of department equipment or property for personal reasons; using department equipment for profit.
- Dishonesty, willful falsification or misrepresentation on your application for volunteering or other volunteer records; alteration of department records or other department documents.
- Breach of confidentiality of personnel information
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another volunteer on the job; willfully restricting volunteer output or encouraging others to do the same.
- Immoral conduct or indecency that could reflect negatively on the Department.

Signature of Volunteer

Date

CONFIDENTIALITY

CONFIDENTIALITY IS MANDATORY! As a volunteer, you will be exposed to sensitive information. You must treat all information you see, hear, or become aware of while working for the Police Department as confidential. Volunteers may discuss or give official information only to persons for whom the information is intended, as directed by superiors or as required by law. Such information includes personal addresses or phone numbers of Police Department staff, as well as all reports dealing with members of the public. The content of any criminal record or investigation in the department shall be shown or divulged only to authorized persons. Do not share or reveal anything to anyone outside of the Department.

Any violation of confidentiality will result in immediate dismissal from the Volunteer Program, and exposes you to the possibility of civil and criminal charges.

MEDIA RELATIONS

In the course of your duties you may be at the scene of an accident, crime or press conference. Do not tell your version of the story to anyone at the scene. Direct all press to the officer in charge, the PIO or the Watch Commander. Simply state that you cannot make any statements and they should talk with the appropriate police personnel/media coordinator for any information.

WHAT VIPS EXPECTS OF YOU

Your first responsibility is to know your duties and how to perform them promptly, correctly, and pleasantly. Secondly, you are expected to cooperate with management and your fellow volunteers to maintain a good team attitude. How you interact with fellow volunteers, staff and those whom VIPS serves, and how you accept direction can affect the success of your department. In turn, the performance of one person can impact the entire service offered by VIPS. Consequently, whatever your position, you have an important assignment: perform every task to the best of your ability. The result will be a better performance for the organization and Police Department overall.

You are strongly encouraged to grasp opportunities for personal development that are offered to you. This handbook offers insight on how you can positively perform to the best of your ability to meet and exceed the VIPS expectations.

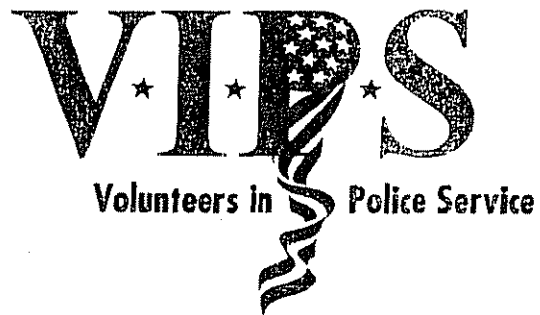
We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access management. We are dedicated to making VIPS an organization where you can approach your Volunteer Coordinator, or any member of management, to discuss any problem, concern, or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of VIPS. Please communicate with each other and management.

Remember, you help create the healthful, pleasant and safe volunteering conditions that VIPS intends for you. Your dignity and that of fellow volunteers, as well as that of our clients, is important. VIPS needs your help to make volunteering enjoyable and rewarding.

WHAT YOU CAN EXPECT FROM VIPS

- 1 Be assigned appropriate assignments according to skills, availability, and training.
- 2 Be trusted with confidential information that will help you carry out assignments
- 3 Receive orientation, training, and supervision for the jobs you accept and know why you are being asked to do a particular task
- 4 Expect that your time will not be wasted by lack of planning, coordination and cooperation within the department
- 5 Receive regular consultation for a review of job performance.
- 6 Expect that your individual rights will be respected, and that all volunteers will be treated with courtesy and consideration
- 7 Have appropriate designed work space, including consideration for physical disabilities.
- 8 Current VIPS will be given first preference for vacancies whenever possible
- 9 Discuss any problem with the volunteer coordinator or representative of the Sacramento Police Department, receive prompt and fair adjustment of any complaints which may arise.

SACRAMENTO POLICE DEPARTMENT VOLUNTEER PROGRAM



FORMS

MONTH _____

NAME _____

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
Total	

Comments

Items Of Interest _____

Suggestions/Recommendations

New / Planned Events _____

Signature _____ Supervisor _____ Due _____
A viewing _____

A vicarious

SACRAMENTO POLICE DEPARTMENT VOLUNTEER PROGRAM



DEPARTMENT POLICIES

SACRAMENTO POLICE DEPARTMENT VOLUNTEER POLICIES

Absences - Police Department personnel rely on your dependability for assignments. If you can't make a shift it is your responsibility to call other available members from the roster to fill the assignment. If you are unable to locate a replacement, contact the Volunteer Coordinator, who will assist you. If possible, please give at least 24 hours advance notice of any problem with a shift assignment.

Accidents - Tell your supervisor immediately about accidents and mishaps on the job, no matter how minor. Do not hesitate to tell your supervisor if you have been assigned a task that might endanger your health or safety.

Appearance - You are expected to dress and groom in accordance with accepted social and business standards, particularly if your job involves dealing with clients or visitors in person. A neat, tasteful appearance contributes to the positive impression you make on our clients. You are expected to be suitably attired and groomed during volunteer hours or when representing VIPS. A good, clean appearance bolsters your own poise and self-confidence and greatly enhances our department image. Personal appearance should be a matter of concern for each volunteer. If your Volunteer Coordinator feels your attire is out of place, you may be asked to leave your assignment until you are properly attired.

Chain of Command - Volunteers are expected to follow the established chain of command to resolve any problems. You should discuss your concerns with your supervisor first, and then contact the Volunteer Coordinator if the problem is not resolved. If something is bothering you, then talk it over, don't remain silently frustrated.

Commitment of Time - We ask all volunteers to work a minimum of (4) four hours per week for at least six months. From time to time, we may ask if you are available to help with special assignments. Failure to meet the monthly minimum service hours required may result in your suspension or dismissal from the program.

Complaints - In the event a complaint is received from a citizen or other members of the Department about your conduct, the Sacramento Police Department will hold the right to review your suitability for the program.

Computer Software (Unauthorized Copying) - VIPs do not condone the illegal duplication of software. The copyright law is clear. The copyright holder given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117). The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a Federal crime.

Conflict of Interest Employment - Volunteers shall not be employed in any occupation, or have an ownership in any business which is in conflict with the ethical, moral, or professional standards of the law enforcement profession, or any other occupation deemed by the Chief of Police to be in conflict with the best interests of the City of Sacramento or the Sacramento Police Department. Applicants may request waiver from the listed restrictions from the Chief of Police. Volunteers must inform the Department in writing within 48 hours of any changes to their regular occupation, business, or business affiliations.

Suspension/Dismissal - Any occurrences outlined in the Standards of Conduct, a copy of which has been supplied to all VIPs members, can result in immediate dismissal without warning. Please read the Standards of Conduct carefully. Other violations of policies, such as lack of required hours, or not attending regularly scheduled monthly meetings, may result in your suspension from the program for a time or your dismissal. At any time the Volunteer Coordinator reserves the right to dismiss any member for cause.

Duties - Members must be willing to fulfill a variety of program tasks.

Enforcement Action - No enforcement action, under any circumstances, will be taken by a VIPs volunteer.

Harassment - VIPs intends to provide a volunteer environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses which might interfere with the volunteer performance. It is the policy of the City of Sacramento to provide a productive and pleasant working environment and to ensure that all employees and volunteers are treated with respect and dignity. To this end, the City will not condone any form of sexual harassment in the workplace. Such conduct by a City employee or volunteer, or tolerance of sexual harassment by a supervisor shall not be permitted, and disciplinary action up to and including termination shall be taken against an employee or volunteer engaging in unlawful sexual harassment.

Harassment can take several forms. It may be, but is not limited to, words, signs, jokes, pranks, intimidation, physical contact, or violence. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, other verbal or physical contact of a sexual nature when such contact creates an intimidating environment, prevents an individual from effectively performing the duties of their position, or when such conduct is made a condition of volunteering, either implicitly or explicitly.

As a VIPS volunteer, you are responsible for keeping our volunteer environment free of harassment. Any volunteer who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to your Volunteer Coordinator or any management staff with whom you feel comfortable. When VIPS becomes aware that harassment might exist, it is obligated by law to take prompt action, whether or not the victim wants the department to do so.

Identification Badges - Volunteers will be issued a photo identification badge. It may not be used off duty for identification purposes, or to obtain any favorable treatment, gratuity, or service. The badge must be displayed while on duty or in a department facility. The badge must not be worn when off duty. The ID is the property of the Sacramento Police Department and must be surrendered when service is terminated. You shall immediately report if your identification badge is lost or misplaced. Improper use of your badge can be grounds for your dismissal from the program.

Liability - Volunteers should keep in mind the inherent liability placed upon the City of Sacramento whenever they are on duty. Even though VIPS are non-sworn, volunteer personnel you must realize that your actions will be judged the same as any Police Department employee. You are reminded of the importance of conduct in the eyes and ears of the public.

Medications - Do not use any prescription or over-the-counter medication which causes drowsiness or hampers your duties in any way before reporting for duty or while on duty.

Monthly Meetings - Attendance is mandatory. Valuable information and additional training will be given at these meetings. If you are unable to attend, you must contact the Volunteer Coordinator and let them know.

Paperwork - Members must be able to fill out necessary paperwork.

Parking - At Stations - authorized areas only -

Personal Information - Notify the Volunteer Coordinator if your address, phone numbers, or emergency information changes. We need to be able to reach you or a member of your family.

Personal Telephone Calls - Personal telephone calls should be kept to a minimum and should not interfere with City business. No personal long distance calls may be made unless charged to your home phone or credit card account

Personal Use of Property - In some instances volunteers may be allowed to borrow certain department tools or equipment for their own personal use while on our premises. In no instances may this be done off our premises, or without prior management approval.

Police Department Rules & Regulations - Become familiar with these. All members are subject to discipline for violation of Sacramento Police Department Policies & Procedures.

Reporting for Work - Members working patrol should report 15 minutes ahead of their assigned shift time. Be punctual. If you are running late, call your supervisor.

Resignation - If you need to resign your volunteer position, please notify your supervisor and the Volunteer Coordinator as soon as possible. Return your volunteer ID badge and any other Department property issued to you.

Safety and Injuries - The Sacramento Police Department regards the personnel of this Department as its most valuable asset. It is the policy of this department to conduct all operations with the utmost concern for personnel, equipment, vehicles, and facilities. Therefore, the practice of safety and the prevention of accidents shall be the responsibility of all volunteers. However, if you are injured, report the injury to your supervisor immediately.

Security - Maintaining the security of the Sacramento Police Department building and vehicles is every volunteer's responsibility.

- Always keep cash properly stored.
- Know the location of fire/safety equipment and be familiar with their proper use.
- Make sure all entrances are properly locked and secured.

Smoking - There is no smoking permitted in any City of Sacramento building or vehicle. Smoking areas are located at each entrance of the Police Department.

Substance Abuse - Being intoxicated or under the influence of a controlled substance drug while volunteering, use, possession or sale of controlled substance drugs in any quantity while on a department premises, except medications prescribed by a physician, which do not impair volunteer performance, will result in immediate dismissal. The Sacramento Police Department has a zero tolerance policy for alcohol and controlled substance abuse.

Theft - Theft is a serious problem. Theft of any type will not be tolerated by VIPS. We consider theft to be the unauthorized use of department services or facilities or the

taking of any department property for personal use without permission. The following list of examples if not all-inclusive, does provide illustrations of several activities which are unacceptable.

- *Use of Department copy machines for personal use - The office copiers are not provided as a free service to volunteers. If you wish to use a department copier for personal needs, follow the established procedure for reimbursement.

- *Use of Computers - Personal computers are to be used exclusively for business. Permission may be given for the use of personal computers during non-business hours so long as the volunteers request permission, and supply their own diskettes.

Time Sheets - Every time you work, record your hours on the time sheet. This time sheet should be turned in monthly to the Volunteer Coordinator. Time spent at monthly meetings and training sessions will be recorded on monthly activity sheets, and unless otherwise authorized, are not part of the sixteen hour monthly minimum. Records of volunteer hours are a measure of the effectiveness of the program and your own contribution to the community.

Traffic Violations - If you are authorized to operate a department vehicle in the course of your assigned volunteer work, or if you operate your own vehicle in performing your job, you will be considered completely responsible for any accidents, fines, or traffic violations incurred.

Training Requirements - All volunteers are expected to participate in a formal training program to acquaint them with the Police Department and some procedures necessary for their role. In addition, they may be required to participate in additional training for specific assignments within the Department.

Uniforms - Dept. approved only - with Dept. ID Card

Use of Department Vehicles - You may use a department vehicle to accomplish department business at the direction of a supervisor. If you are authorized to use a Police Department vehicle, you must be a licensed driver, obey all traffic laws (including parking regulations), and not allow unauthorized persons to operate or ride in a department vehicle.

Weapons - No form of any weapon is to be carried.

VOLUNTEERS PATROL VEHICLE

- 1 The vehicle will be locked at all times when left unattended, and no smoking will be permitted inside the vehicle
- 2 Drivers must carry a valid driver's license at all times and pass a driver's awareness course. No unauthorized or uncertified drivers are allowed to drive city vehicles.
- 3 There are to be no unauthorized passengers in city vehicles.
- 4 Members are responsible for making sure their vehicles are fueled and parked at the end of each shift.
- 5 Any traffic accident or immediate repairs to vehicle must be immediately reported to the shift supervisor
- 6 Personal vehicles are NOT to be used for patrol functions
- 7 Members must operate the vehicles in a safe manner, obeying all traffic laws, including parking provisions

USE OF THE RADIO

- 1 Radios must only be used for essential communications and courtesy is expected
- 2 Portable radio belt holders must be used whenever a portable radio is used. Replacement cost for a portable radio is \$2,600.00.
- 3 Radios are NOT to be taken home for any reason.
- 4 The portable radios are NOT to be held by their antennas.
- 5 Any loss, malfunction, or breakage of a radio must be reported immediately to the shift supervisor.
- 6 Radios are to be placed back in charging bank at end of watch.

SACRAMENTO POLICE DEPARTMENT VOLUNTEER PROGRAM



CITY POLICIES

July 24, 2003

MEMORANDUM

TO: All City Employees

FROM: Human Resources Department
Workers' Compensation Unit

SUBJECT: TREATING FACILITIES FOR ON THE JOB INJURIES

Effective immediately all injured workers' may treat at one of the following medical facilities for injuries occurring on the job. All Kaiser Occupational Medicine Clinics and the MedClinic of Sacramento. Please see the attached document for the locations and hours of operation.

PLEASE NOTE: H&H Occupational Medical Group is no longer considered a City of Sacramento preferred provider.

You may treat with your own personal physician provided that he or she is your regular primary care physician, who has previously directed your medical treatment and who retains your medical records, including your medical history. You must pre-designate your personal physician prior to the injury. Please be advised that you should verify with your treating physician that he or she is willing to treat Workers' Compensation injuries. If not, you must be seen at one of the above facilities.

Please circulate this memo and attachment to any City employees that may not have access to GroupWise.



CITY OF SACRAMENTO
CALIFORNIA

EMPLOYEE NOTIFICATION OF PERSONAL PHYSICIAN

TO: WORKERS' COMPENSATION UNIT
RISK MANAGEMENT

SUBJECT: NOTICE TO EMPLOYER OF PERSONAL PHYSICIAN

Please be advised that in the case of work-related injury or illness, which can be treated by my Personal Physician, I hereby designate my Personal Physician as my medical physician and surgeon who has previously directed my medical treatment and who retains my medical records, including my medical history.

My personal physician is

NAME _____

ADDRESS _____

CITY/ZIP _____

PHONE# _____

NAME _____

SIGNATURE _____

CLASSIFICATION _____

DEPARTMENT _____ ORG# _____

DATE _____

FORM DISTRIBUTION

Worker's Compensation
(White)

Department
(Pink)

Employee
(Yellow)

CITY OF SACRAMENTO
ADMINISTRATIVE POLICY INSTRUCTIONS

Topic Information Technology Resource Policy

Effective Date 5/20/2002

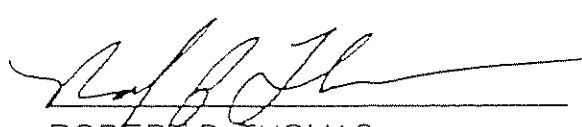
From Information Technology Department

Supersedes NEW

To Department Directors/Division Managers
Information Technology Resource Users

Section API # 30

APPROVED


ROBERT P. THOMAS
City Manager


SALLY W. NAGY
Chief Information Officer

SUMMARY OF CONTENTS

<u>Topic</u>	<u>Page No.</u>	<u>Last Revision</u>
1 Purpose	1	
2 Scope	1	
3 Definitions	1	
4 Policy Enforcement	2	
5 Acceptable Use	2	
6 General Security	3	
7 Exhibit A – User Acknowledgement	4, Attached as Exhibit	

4. POLICY ENFORCEMENT

- 4 1 The Chief Information Officer (CIO) and his or her designee shall have the primary responsibility for enforcing this API. The CIO will be responsible for the establishment of policies, operating procedures and guidelines governing the technical architecture, usage, security, backup and recovery for IT resources.
- 4 2 Any user who violates this API may be subject to discipline, up to and including employment or contract termination, and civil and criminal liability and removal from City premises.
- 4 3 Any user learning of or reasonably suspecting any misuse of IT resources shall notify his or her supervisor, who shall notify the CIO or his or her designee.
- 4 4 Any user who receives communication or messaging that he or she reasonably suspects may be illegal or may reasonably be considered offensive, disruptive, harassing, defamatory or threatening towards the City, any user, or any third party shall advise his or her supervisor, who shall notify the CIO or his or her designee.
- 4 5 The absence of written policies, procedures, standards, or guidelines governing a specific issue does not relieve the user from the responsibility for the acceptable use and security of City provided IT resources.
- 4 6 Authorization to access IT resources must have defined criteria for evaluation and approval. The authorization criteria must be reviewed and approved by the CIO or his or her designees.
- 4 7 All IT resource users must complete and submit a "User Acknowledgement Form" (Exhibit A in this API). Existing employees shall complete and submit the form within 30 days of implementation. New employees shall complete and submit the form at the time of hire.

5. ACCEPTABLE USE

- 5 1 The City is the sole owner and may monitor and disclose contents and usage at any time of any IT resources provided to users. There is no reasonable expectation of privacy in the use of any IT resource.
- 5 2 Users are responsible for the acceptable use and security of IT resources designated for their use even if another group, division, or agency has been subcontracted to provide the support for these resources. Furthermore, if IT resources are lost, stolen, sold or released while in the possession of a user, the user may be subject to discipline, up to and including employment or contract termination, and civil and criminal liability and removal from City premises.
- 5 3 IT resources shall be used for official City business. IT resources may also be used for incidental personal use, so long as such use does not result in a significant monetary expenditure to the City or involve the expenditure of a significant amount of time by the user away from his or her job duties. Supervisory personnel are responsible for limiting personal use of IT resources.
- 5 4 Abuse of this policy may subject the user to discipline, up to and including employment or contract termination and removal from City premises. In determining whether to impose discipline, the following factors will be taken into account: (1) whether the use interferes with the

7. EXHIBIT A - USER ACKNOWLEDGEMENT

A signed paper copy of this form must be submitted, as indicated in section 4.7 of the IT Resource Policy, for authorization of a new user-ID and/or access to any Information Technology (IT) resources. An electronic acknowledgement must be completed for authorization of a change in privileges associated with an existing user-ID, or periodic reauthorization of an existing user-ID. The City will not accept modification to the terms and conditions of this agreement.

User Name (Printed): _____

User's Department _____ Org# _____

User's Business Telephone Number _____

User's Business Address: _____

I, the user, agree to take all reasonable precautions to assure the City's internal information, or information that has been entrusted to the City by third parties (such as customers), will not be disclosed to unauthorized persons. At the end of my employment, appointment, or contract, with the City, I agree to return to the City all information to which I have had access in order to do my job. I understand that I am not authorized to use this information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the City Manager.

I have access to a copy of the City's Information Technology Resource Policy (API #30). I have read and understand this policy and its relationship to my job. As a condition of continued employment with the City, I agree to abide by the City's Information Technology Resource Policy (API #30). I understand that written IT Resource Guidelines will be established for IT resources, in conjunction with this policy, and that the written guidelines will be made available by the Information Technology Department on the City's Intranet web site. IT guidelines will be updated and communicated to all users of the resource. I will read updates as they are made available and will adhere to them. I understand that non-compliance may be cause for system privilege revocation, disciplinary action up to and including termination, as well as criminal or civil penalties.

I also agree to promptly report all violations or suspected violations of Information Technology Resource Policies and Guidelines to my supervisor, who shall notify the CIO or his or her designee.

User Signature & Date: _____

Complaint Resolution Procedure

The Equal Employment Opportunity (EEO) Manager will investigate and attempt resolution of discrimination or harassment complaints in accordance with the City's *Internal Discrimination Complaint Resolution Guide*. Individuals are encouraged to immediately report any act of discrimination or harassment to their immediate supervisor or department head, or to the EEO Manager (264-5270) to facilitate quick and fair resolution.

DRUG-FREE WORKPLACE POLICY

In accordance with the federal grant requirements established by the Drug-Free Workplace Act of 1988, the City of Sacramento has a drug-free workplace policy.

- 1) Unless legally authorized to do so, employees are prohibited from manufacturing, distributing, dispensing, using, consuming, injecting, possessing, being under the influence of, selling or offering for sale, in the workplace or while on duty, any controlled substance as the latter is defined in the California Health and Safety Code.
- 2) An employee shall notify his/her immediate supervisor of any criminal drug statute conviction he/she received for a violation occurring in the workplace or while on duty no later than five (5) calendar days after such conviction.

The City will notify the federal agency in writing within ten (10) calendar days after receiving notice of conviction from the employee. The City will also take, at its discretion, one or both of the following actions within thirty (30) calendar days of receiving notice of conviction from the employee.

- a Take appropriate personnel action against the employee, up to and including termination, or
 - b Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.
- 3) A violation of this policy will subject an employee to disciplinary action, up to and including termination.

The City is committed to providing a safe workplace for its employees. An essential part of this commitment is keeping the work environment free from illegal drugs. The Employee Assistance Program was established in recognition that substance abuse can be effectively treated and abusers rehabilitated. With your cooperation the City can maintain a drug-free workplace.

The City of Sacramento will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advance will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any condition of employment or career development. This discipline can include termination.

Policy Implementation

Each department head is responsible for ensuring that the work environment is free of sexual harassment by: 1) having managers and supervisors inform all employees under their direction of the City policy and complaint resolution procedure, 2) requiring managers and supervisors to report instances of sexual harassment to their immediate supervisor, department head, or the EEO Manager and, 3) posting this policy in conspicuous locations within the workplace.

Complaint Resolution Procedure

The Equal Employment Opportunity (EEO) Manager (or designate) will investigate or attempt resolution of sexual harassment complaints in accordance with the City's *Discrimination Complaint Resolution Guide*. Employees subjected to acts of sexual harassment should consider requesting the persons involved to cease from such harassment and shall immediately report such conduct to the EEO Manager at 264-5270 or the appropriate supervisor or manager in the department.

DISABILITY DISCRIMINATION

Discrimination on the basis of disability against any individual, applicant or an employee who is a qualified individual with a disability, by a supervisor, management employee or coworker is not condoned and will not be tolerated. This policy applies to the job application process and all terms and conditions of employment including, but not limited to, recruitment, hiring, training, assignment, promotion, compensation, transfer, layoff, reinstatement, benefits, education, discipline and also in the provision of City programs and services.

All complaints of discrimination on the basis of disability will be promptly and objectively investigated. Disciplinary action up to and including termination will be instituted for behavior prohibited by this policy. Any retaliation against a person filing a discrimination charge or making a discrimination complaint is prohibited.

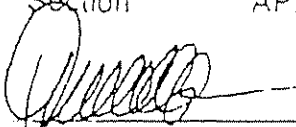
AMERICANS WITH DISABILITIES ACT

The City of Sacramento does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Kenneth M. Fleming, 921 Tenth Street, Suite 401, Sacramento, CA 95814, (916) 264-5270 [Voice] 264-76-73 [Fax] 264-5714 [TDD] has been designated to coordinate compliance with the non-discrimination requirements contained in Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA), including section 35.107. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, is available from the ADA coordinator, and from the Office of the Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice, Washington, DC 20035-6118, (202) 514-0301 [Voice] 514-0381 [TDD].

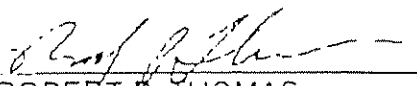
CITY OF SACRAMENTO

ADMINISTRATIVE POLICY INSTRUCTIONS

Topic Workplace Violence Policy Effective Date 4-1-04
From Human Resources Department Supersedes None
Risk Management Division
To Department Directors/Division Managers Section API # 44


TERRENCE L. WOODS
Director of Human Resources

APPROVED


ROBERT P. THOMAS
City Manager

SUMMARY OF CONTENTS

<u>Topic</u>	<u>Page No</u>
1 Purpose	2
2 Policy	2
3 Retaliation	3
4 Restraining Orders	3
5 Departmental Responsibilities	3
6 Threat Assessment Team	4
7 Definitions	4
8 Decision Tree for Threat by Employee	6
9 Decision Tree for Threat by Citizen	7

C Reporting

Every employee has the responsibility to immediately report to his or her supervisor or department safety representative any violations of this policy. This includes employees who are aware of violence or threats of violence that may create a risk of harm to the employee or others in the workplace by a City employee, or any other person, whether occurring in or away from the workplace. All reports will be promptly and thoroughly investigated.

III Retaliation

The City will not tolerate any type of retaliation against an employee who reports workplace violence or the threat of violence.

IV Restraining Orders

If an employee has a restraining order against another employee or that involves a city workplace, the employee must report it to his/her supervisor. Copies of restraining orders with proof of service should be retained on site to assist Police in the event a violation occurs.

V Departmental Responsibilities

A Workplace Safety

Every department head will assess the potential for violence and take measures to maintain workplace safety. Supervisors and managers will monitor the workplace and immediately assess any violent or threatening behavior even if the person or persons engaged in the conduct are not their subordinates, or they have not received a complaint.

B Training

City University will provide mandatory training on this policy and preventing violence in the workplace. Department Heads are responsible for providing their staff with information about the prevention of workplace violence and violence-management techniques on a periodic basis.

C Departmental Response to Violence

When a violent action or threat is brought to the attention of a supervisor, manager, or departmental safety representative, an evaluation of the severity of the situation must be made immediately. If evacuation is necessary, proceed in accordance with the building disaster plan.

- G Threat Assessment Team group consisting of management personnel from Labor Relations Risk Management, City Attorney's Office and the Police Department, formerly known as the Management Assessment/Intervention Team (MAIT)
- H Weapon an instrument, article or substance which under the circumstances in which it is used, or threatened to be used, is capable of causing physical injury or death, any physical object which meets the criteria outlined in California Penal Code Section 12020 or Sacramento City Code Section 9 32 010
- I Workplace any place City business is conducted, including City buildings and property, City vehicles, private vehicles while used on City business, other assigned work locations and off-site training