

SAN DIEGO POLICE DEPARTMENT



RETIRED SENIOR VOLUNTEER PATROL

OPERATIONS MANUAL

San Diego Police Department

Vision

We are committed to working together, within the Department, in a problem- solving partnership with communities, government agencies, private groups and individuals to fight crime and improve the quality of life for the people of San Diego.

Values

The principles upon which we base our policing are:

Human Life

The protection of human life is our highest priority.

Ethics

We will demonstrate integrity and Honor in all our actions.

Crime Fighting

Our efforts to address Neighborhood problems will be based on a Partnership with the community.

Valuing People

we will treat each other with dignity and respect, protecting the rights and well being of all individuals.

Loyalty

We will be loyal to the community, to the Department And its members, and to the Standards of our profession.

Open Communication

We will listen to one another's opinions and concerns.

Fairness

Our decisions will be based on common sense, and will be balanced, moral, legal and without personal favoritism.

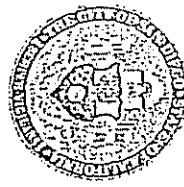
Diversity

We appreciate one another's differences and recognize that our unique skills, knowledge, abilities and backgrounds bring strength and caring to our organization.

Mission

Our mission is to maintain peace and order through the provision of police service that are of the highest quality and responsive to the needs of the community. We will contribute to the safety and security of the community and apprehend those who commit criminal acts, by developing partnerships to prevent, reduce or eliminate neighborhood problems, and by providing police services that are fair, unbiased, judicious, and respectful of the dignity of all individuals.

SAN DIEGO POLICE BUSINESS CENTER



Confidential Secretary
WAKE

CHIEF OF POLICE
DAVID BELMANTO

Assistant to the Chief
of Police
SMYTH

SPECIAL ASSISTANTS
TO THE CHIEF

LEGAL ADVISORS:
GOLDMAN
JAMESCA
REDDISHAW

CHIEF OF POLICE
DAVID BELMANTO

CITY MANAGER
COUNCIL MEMBER
TRUJILLO

EXECUTIVE
PROTECTION DETAIL

PROJECT
MANAGEMENT

MEDIA SERVICES

DIRECTOR
Neighborhood Code
Compliance
SANTUCCI

Neighborhood Policing
ALLEN
ALLEN

Neighborhood Policing
ALLEN
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Neighborhood Policing
ALLEN
ALLEN

Manager
Records & Property
PALETTI

Manager
Crime Laboratory
GRUBB

Manager
Communications
DRUMMOND

Manager
Auto Maintenance
ALLEN

Manager
Personnel/Training
PFEFFERKORN

Manager
Critical Incident
Management
STARR/P.L.

Manager
Executive Director
STARR/P.L.

Manager
Information Services
OLENN

Manager
Neighborhood Services
CARR

Manager
Records & Property
PALETTI

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RSVP MISSION STATEMENT

The Department's RSVP program is committed to developing a spirit of cooperation and partnership with the community. Our pledge is to recruit, train, and retain talented volunteers who will be encouraged to participate in meaningful community safety, security, and service programs.

PURPOSE

The RSVP Program is pledged to the recruitment, orientation, and retention of talented volunteers who are encouraged to develop their skills in a work environment, which fosters their participation in meaningful community safety and security programs.

RSVP personnel shall strive to enhance community safety and security through programs of crime prevention, with active citizen involvement in these efforts.

OBJECTIVES

The RSVP program will be continually evaluated as to its effectiveness in accomplishing the following:

Providing an increased level of crime prevention programs within specific geographic boundaries.

Promoting community awareness and acceptance of the RSVP program as a viable and important community relation's tool.

Providing additional resources to the Police Department Area Stations, thus enabling expansion of police related services without significant cost increases.

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THE OFFICE OF VOLUNTEER SERVICES

The Office of Volunteer Services is responsible for coordinating the Department-wide operation of the RSVP program. Specifically, the Office coordinates:

1. Establishing Department-wide policies and procedures pertaining to the operation of area RSVP programs.
2. Developing and maintaining a Department-wide training syllabus for use by all RSVP programs.
3. Conducting and facilitating RSVP training, including;
 - Basic Academy
 - Field Trainers Academy
 - Yearly Update Training
 - Command-Specific Duty Training
4. Researching points of legality and liability, which may pertain to the operation of the Department's RSVP programs.
5. Ensure that the RSVP Program meets the definition of volunteers that they augment staffing not replace paid employees.
6. Processing background checks on RSVP applicants.
7. Maintenance of training files of each RSVP Command, including course outlines and the names of members trained.
8. A resource to area commands on issues relating to the RSVP Program

RSVP LIMITATIONS

Remember, **you are not a Police Officer!** You shall not take any type of enforcement action, with the exception of enforcing disabled parking laws.

Never place yourself in a dangerous situation, or get involved in anything, which could become confrontational. If you accidentally become involved in a dangerous or confrontational situation, immediately back away and notify Communications. As an RSVP member, **you will never carry any type of weapon** while on duty, even if you have a concealed weapons permit. You are not to make, or attempt to make, arrests. If you come across a dangerous situation, or observe a crime in progress, move to a safe location and observe as you have been trained. Do not respond to any radio calls unless RSVP is specifically asked for and never attempt to cover an officer who is involved in a dangerous situation. If, during a vacation house check, you discover an open door or window, do not enter under any circumstances. (This subject will be covered during training.)

Remember, the success or failure of the RSVP program will depend on you and your actions. It is impossible to cover all situations which you may encounter, however you are always to use good, sound, judgment and common sense while performing your RSVP duties. Err on the side of safety.

THE AREA COMMAND

The purpose of the RSVP is to provide uniformed, non-enforcement service within specific geographic boundaries.

Area Commands shall be responsible for the day-to-day operations and supervising of the RSVP programs.

Area Commands are responsible for addressing labor and liabilities issues that pertain to their RSVP Program.

PROGRAM FUNDING

Commanding Officers interested in establishing RSVP programs in their areas should attempt to locate an existing 501(c)(3) Public Benefit Corporation to handle donations and other funding revenues. If there are no existing 501(c)(3) Public Benefit Corporations available, one can be formed for the individual RSVP chapter.

City employees are prohibited from soliciting donations and should not be directly associated with the 501(c)(3) corporation, including membership on governing boards, nor should the San Diego Police Department's name be used in the title of these boards. Active members of the RSVP program are also prohibited from serving on these boards, and from soliciting funds on duty or in uniform.

The RSVP coordinator within the Office of Volunteer Services is available to assist Commanding Officers in this area. (Note: all RSVP funding is provided solely by private donations. Inquiries regarding contributions should be referred directly to the parent Public Benefit Corporation.)

INSURANCE COVERAGE

The City provides Workers Compensation coverage for RSVP members if they are injured while acting within the normal scope of their duties. In terms of liability coverage, the City of San Diego is liable for the acts of its RSVP volunteers.

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DUTIES

RSVP members have various responsibilities and duties. Their main function is to perform non-confrontational duties, which were previously performed by sworn officers. The purpose of this is to free officers to perform the more serious duties that they have been trained to do, thus helping the Department to better achieve its goal of better serving the community.

Listed below are some of the duties which RSVP personnel will be asked to perform:

- Patrolling the city in a marked car as extra eyes and ears of the Department
- Providing citizen assistance
- Vacation house checks
- Fingerprinting, including child identification
- Traffic diversion
- Neighborhood Watch
- Enforcing disabled parking regulations
- You Are Not Alone program (YANA)
- Marking and assisting in abating unattended or abandoned vehicles
- Bicycle registration
- Security surveys (Target Hardening)
- Clerical duties
- Stranger / Danger presentations
- Senior safety presentations

NOTE:

Not all of the above tasks are covered in the initial RSVP Training Academy and members may have to be trained at the area command, following the Expanded Duties and Training guidelines.

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EXPANDED DUTIES AND TRAINING

Commanding Officers are encouraged to expand RSVP duties according to their Area Command needs. If additions to the basic task list are desired, the area Captain (or designee) should contact Volunteer Services with the proposal. Volunteer Services will have the requests assessed for legality and liability issues and conformance with Department Policies and Procedures.

After the additional training has been conducted, the Office Of Volunteer Services must be provided with the instructor's name and the names of members who were trained. Instruction must be performed by a sworn police officer, or if conducted by a non-sworn person, must be monitored by a sworn officer (excluding RSVP Field Training). This is required to certify the RSVP training.

The Office of Volunteer Services shall maintain copies of the training agendas and the names of those trained in a command file.

Initial training of new RSVP members shall be conducted by the Office of Volunteer Services in the form of a regional RSVP Training Academy.

Command specific training shall be facilitated by the area commands. The Office of Volunteer Services must be provided with course outlines, instructors' names and the names of members trained for all additional training conducted for RSVP's.

NOTE: TRAINING vs. OPERATIONAL INFORMATION

TRAINING is defined as instruction given to members to make them proficient in a task or to aid in their growth or development of a performed task.(Example: Training on locating and removing latent fingerprints would require review of the training outline prior to beginning the training.)

OPERATIONAL INFORMATION is provided to members with general information about the Police Department or community that will not require the members to perform those duties.(Example: The SWAT unit providing a demonstration at a monthly training meeting would be for informational purposes only and would not require an outline or a review of one).

SELECTION PROCESS

All Department members shall be encouraged to recruit members for the RSVP program.

Applicants must have attained the age of 55 years, meet the requirements of the program, and be willing to perform the required tasks.

Applicants must agree to abide by all Department and Program rules, regulations, and procedures.

When an applicant contacts the Department about the RSVP program, he or she will be referred to the Area Command in which the applicant lives, unless the applicant specifically requests to join a program from another community.

When the applicant contacts the Area Command, an interview should be scheduled to determine that the interests of the applicant and the program are compatible.

NOTE: Interviews should be conducted only by persons trained in interviewing by a Department-approved instructor. The Office of Volunteer Services can assist Backgrounds Division by providing interview training.

When an Area Command has interviewed an applicant and wishes to have the applicant proceed in the process, the name, along with the completed interview forms, should be forwarded to the Office of Volunteer Services requesting that a Background Packet be sent to the applicant. The Area Command will be notified in writing by Volunteer Services when the applicant has been sent a Background Packet.

The applicant shall be interviewed at San Diego Police Headquarters when the properly completed Background Packet has been returned to Volunteer Services by the applicant. The applicant must return the Background Packet directly to Volunteer Services in the supplied, sealed envelope.

The background check process includes a complete local criminal history computer check, DOJ fingerprint check and reference letters.

When the applicant has been cleared by Backgrounds Division, the Area Command involved shall again be notified in writing of the clearance. In the event that an applicant does not clear Backgrounds Division, Volunteer Services shall notify the applicant. Additionally, the involved Command shall be advised that the applicant will not be entering the program.

SELECTION PROCESS (Continued)

The Area Command shall be responsible for notifying the background-cleared applicant of the upcoming Basic RSVP Academy and all details involved.

Area Commands must provide to Volunteer Services the names of the background-cleared applicants they will be sending to the Basic RSVP Academy. This must be done no later than two weeks prior to the RSVP Basic Academy start date.

The Office of Volunteer Services shall schedule and organize the graduation ceremonies for the Basic RSVP Academy, including production of graduation certificates.

CHAIN OF COMMAND

In order to maintain consistency and continuity within the Department's RSVP program, Division management and/or supervision should be accomplished by the following personnel:

Division Captain -

Shall supervise the operation and disciplinary matters of the RSVP program within the Division Command. Each area Command Captain may customize the RSVP program to suit the needs of the service areas within the Division.

Patrol Supervisor - Service Area Sergeant On Duty

The patrolling Service Area Sergeant shall be the immediate supervisor for RSVP Members while patrolling service areas including (but not limited to) investigation of traffic collisions involving on-duty RSVP Members, job related injuries, citizen complaints against RSVP Members, etc.

RSVP Coordinator(s) - Designated by the Division Captain

Shall Coordinate and Liaison between the RSVP Members and the Division Command, keeping the Division Captain continually apprised of the status of the RSVP program and facilitating the program's needs.

RSVP Administrator - RSVP Member

Is responsible for the day-to-day administration of the RSVP program. The duties include the approval of work schedules and assignments, program orientation, interviewing potential applicants and other tasks assigned by the Division Command.

RSVP Assistant Administrator - RSVP Member

Assists the Administrator and assumes the Administrator's duties during the Administrator's absence.

RSVP Manager - RSVP Member

Assists the Administrator and Assistant Administrator with day-to-day operations. Specific duties shall be assigned by the Administration and Division Commands.

Chain Of Command (Continued)

RSVP Assistant Manager - RSVP Member

Assists the Manager and assumes the Manager's duties during the Manager's absence.

RSVP FIELD TRAINERS (FTO) - RSVP Member

RSVP FTO's are responsible for on-the-job training, practical application of Academy Training and expansion of the Basic RSVP Academy for new members. RSVP FTOs must have completed the RSVP FTO Academy.

RSVP Members

These Volunteers must have reached the age of 55 and possess a valid California Driver's License. They must successfully complete all phases of orientation and training and agree to abide by program rules and regulations.

Required Meetings

All RSVP members shall be required to attend the scheduled training meeting which takes place once a month. This is important to keep all RSVP members current on safety and training issues. The only exceptions are emergencies or previously approved absences.

Sick Leave Notification

Members must give 24 hours notice if they are unable to report for assigned shifts, unless sudden illness occurs. It is true that RSVP members donate their time; however, just as with paid staff, it is of utmost importance to know in advance if scheduled personnel will not be reporting for duty. If advance notice is not given in time to schedule a replacement, certain responsibilities and our service to the community will suffer. Remember, we are a team and we must work together to be as effective as possible.

Members should make every attempt to find their own replacement unless unable to do so because of an injury or severe illness.

Leave Of Absence

If a RSVP member has been inactive for more than six months but less than a year, a criminal history control sheet (green sheet) must be completed. The form is then sent to the Office of Volunteer Services for review prior to activation of the member. The member is not required to attend the RSVP academy but will be required to participate in another F.T.O. phase.

Ride-Along

A required part of the RSVP training is the ride-along with a Police Officer. The purpose of the ride-along is twofold: First, it provides a chance to experience some of the various duties a patrol officer experiences and to better understand what their duties are and why they function a certain way. Second, the ride-along provides information about the police radio and patrol techniques. The feeling of being in a marked unit, always under public scrutiny, will be a new experience for most new RSVP members. At all times during the ride-along, do exactly what the officer advises. It may save your life.

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RSVP UNIFORMS

The approved RSVP uniform consists of the following items:

- Uniform Shirt: Shall be long or short sleeve, plain light blue in color. The shirt shall have the approved San Diego Police arm patches and rockers sewn to the shirt in the same configuration as the uniformed members of the department, with the rockers above the patches. The very top button (collar/neck button) of the shirt will be the only button not buttoned.
- Trousers: Shall be tailored, wash and wear, and navy blue in color,
- Jackets: The approved RSVP jacket is the HORACE SMALL Style 2510 with silver buttons. The jacket will have the same arm patches, rockers, and badge eyelets as the uniform shirt, arranged in the same manner. Jackets purchased prior to June 1997 that are not in compliance with the above standards shall be authorized until wear warrants replacement.
- Belt: Shall be smooth black leather with plain silver buckle, 1 ½ inches in width.
- Hats: Shall be blue baseball type or blue cloth visor with the Police patch affixed to the front. (The same colors as the Community Service Officers.)
- Shoes: Shall be black, plain toe, soft or hard toe footwear. Boots are acceptable.
- Socks: Shall be plain black if visible at any time when wearing long uniform pants.
- Tee Shirt: Tee Shirts are optional. If worn and visible, they shall be round-collared neck style and white in color. The sleeves of the Tee Shirt shall not extend beyond the sleeves of the uniform shirt.
- Name Tag: Shall be silver metallic and will be worn on the outermost garment, (shirt or jacket). Any previously purchased name tags not in compliance with the above standards shall be grand fathered. Area commands will decide what additional appropriate information may be placed on the name tags.

RSVP ADMINISTRATION AND MANAGEMENT UNIFORM DECOR

Administrators and Managers bars are available at most military and uniform stores.

<u>Management position</u>	<u>Bar description</u>
Administrator	Silver two bars
Ass't. Administrator	Silver one bar
Manager	Silver with three Chevrons
Ass't. Manager	Silver with two Chevrons

Bars shall be worn on the uniform collars, both shirt and jacket, parallel to the bottom of the collar, 1/2 inch up from the bottom and one inch in from the outermost seam edge.

OPTIONAL RSVP UNIFORM ACCESSORIES

Gloves:	Plain black, wrist length, in leather or cloth.
Shorts:	Shall be the same color as the trousers and no longer than knee-length. If the optional shorts are worn, white socks and plain white footwear shall be worn.
Suspenders:	RSVP Members have the option to wear suspenders. The suspenders must be black in color.
Cloth Badges:	The silver cloth RSVP badge may be worn only on the approved RSVP jacket.
FTO Pin:	May be worn by Members who have completed the Field Training Academy. The FTO Pin shall be worn on the uniform shirt or jacket right pocket flap, directly below the name tag.
Additional Pins:	Up to two approved optional pins may be worn on the RSVP uniform. The approved optional pins shall be worn on the right pocket flap. Approved Optional Pins: McGruff the Crime Dog pin, National RSVP pin, or any other Police Department-approved pins.

The Department provides the new members with their first set of uniforms, which includes shirt, trouser, belt, hat, jacket, and name tag upon their graduation. All other items that were provided by their commands shall be returned upon separation from the RSVP Programs.

RSVP Members are also provided with a badge, and I.D. card. The badge and I.D. card are the property of the Police Department and shall be turned into the respective RSVP Administrator or designee upon separation from the RSVP Program.

APPEARANCE AND GROOMING STANDARDS

Members of the San Diego Police Retired Senior Volunteer Patrol, while on duty, shall at all times be neat and clean. Uniforms shall be cleaned, pressed and in conformity with specifications contained in this manual and the San Diego Police Department's Policy and Procedures Manual.

Members of the RSVP shall present a professional appearance at all times in their dress and grooming. All Members shall comply with the following grooming standards.

MALE STANDARDS

EARRINGS

The wearing of earring is expressly prohibited.

HAIR

Male members of the RSVP may wear their hair any length on the front and sides of the head, so long as it is styled in such a manner as not to extend into the eyes or otherwise interfere with vision. The back of the hair may be cut in any style providing it does not extend more than one inch below the collar of the uniform shirt when the head is held erect.

Natural hair styles shall be no longer than four inches from any part of the head. Wigs and hairpieces must conform to the same standards. Extreme hair styles, treatments, or colors are inappropriate.

MUSTACHES AND BEARDS

Mustaches and beards shall be kept neatly trimmed.

FEMALE STANDARDS

HAIR

Hair shall be worn in a neat style. Extreme hair styles or colors are inappropriate. The length of the hair shall not be worn more than one inch below the bottom of the uniform shirt collar. Natural hair styles shall not be longer than four inches from any part of the head. If the hair is longer than described, it must be kept up in a neat fashion and securely fastened.

EARRINGS

Approved earrings shall be stud type no more than 1/4 inch across, one per ear.

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Patrol Operations

Area Commands shall determine the hours and days of RSVP operations. RSVP patrols after dusk are not recommended.

Area Commands shall also determine the number of days per month required of its members and what exceptions are allowed.

WORK AREA

RSVP operations shall normally be limited to the geographic boundaries of the Division Command to which Members are assigned on a routine basis. RSVP members may work special events and assist other commands as requested or needed.

PATROLS

RSVP patrols shall always be conducted by pairs, with at least one radio in the patrol car. Exceptions to always having a partner would be RSVP members providing administrative support to the area command and RSVP Administration.

RADIO PROCEDURES

The Federal Communications Commission (FCC) regulates the use and maintenance of your RSVP radio.

The FCC forbids profanity and any superfluous or extraneous transmissions such as terms of courtesy, e.g., Please and Thank You. Section 90.19(A) of the FCC regulations states: Stations in the Police Service are authorized to transmit communications essential to official activities of the licensee.

Police Department Policy and Procedure 2.1 includes proper radio communications procedures for portable Police Radios (RSVP radios).

16 VEHICLE OPERATION

All RSVP Members must have a valid driver's license issued by the State of California. There may be restrictions on individual licenses such as: Valid Sunrise to Sunset, Must Wear Corrective Lenses, etc. Remember you are operating a vehicle with City of San Diego and Police Department painted on the exterior. The public will be observing your driving performance.

As an operator of a city-owned vehicle, you are responsible for operating it in a safe manner at all times. That is, you should:

Obey all rules and laws.

Comply with all traffic controls, lights, and posted signs.

Don't insist on the right of way, even if the other driver fails to yield. Let them have it. You will be better alive than dead right.

Check your vehicle for safety before you report on patrol, and also when you return.

If you detect mechanical abnormalities, make note of them on the Daily Log. Then consult the mechanic on duty, obtain a mechanical defect form from the garage, and fill it out. **MAKE SURE YOU NOTIFY THE NEXT DAY LINE-UP LEADER THAT THE VEHICLE IS BEING REPAIRED AND IS NOT AVAILABLE FOR PATROL THE FOLLOWING DAY.**

Clean the windows and mirrors and make use of your side mirrors.

The DMV defines accidents in this manner:

There are no accidents - only collisions and crashes. The word accident implies an unforeseen event that occurs without fault or negligence. In most collisions that is not the case. Most people involved in a collision can usually claim responsibility for what has taken place. (Ref. Page 1 of Introduction - California Commercial Driver's Handbook).

All RSVP vehicles will be assigned by the Administrator or a designee.

Due care and caution shall be exercised while operating any Police Department vehicle, (including RSVP vehicles). All traffic laws must be obeyed.

Vehicle Operation (Continued)

All vehicles should be inspected prior to being taken into the field. If a defect in a vehicle is discovered, report it to the garage personnel at the area command you are working under and advise your RSVP Administration of the defect.

Upon securing from duty, the driver is responsible for filling the vehicle with gas if the tank registers less than 3/4 full, and for removing all trash. If appropriate, wash and vacuum the vehicle.

To eliminate potential complaints, horns should not be tested at the area stations or near residential neighborhoods.

Drivers shall comply with all parking regulations. Vehicles bearing E license plates are exempt from parking meter charges.

Proper care for the vehicle while driving and parking is very important. Always place the car in Park, set the parking brake, make sure the ignition is off and that you have the key when you leave the vehicle.

Always check behind the vehicle prior to backing up. Whenever possible, park the vehicle so that you do not have to back up, or so you have to back up for the shortest possible distance. The passenger RSVP should exit the patrol car and assist the driver when backing is required.

An RSVP Patrol Radio is required whenever an RSVP patrol car is being operated. Training in a controlled environment would be the only exception.

RSVP patrol vehicles shall not be used to jump-start other vehicles unless they are owned by the police department. Never use your patrol car to push-start any vehicle. If a citizen asks you to jump-start his/her vehicle, politely decline and offer to call for roadside assistance for them on TAC. If an Officer asks you to jump-start a police car, allow the Officer to connect the jumper cables. This is due to special equipment in the police cars that will be damaged if the Officer does not disconnect it.

RSVP members do not give rides to citizens unless asked by a Police supervisor.

A records check must be done by the RSVP Coordinator and the ride along form completed prior to taking a RSVP Applicant on a ride along.

Division coordinators can deem any RSVP member a "Non Driver" based upon repeat driving violations.

RSVP ACCIDENT PROCEDURES (RSVP INVOLVED)

If you are involved in an accident with or without injuries, immediately notify Communications that you have been involved in a Police Equipment Accident. Follow the directions relating to Police Equipment Accidents located in the patrol car.

Should you become involved in a traffic accident, your first duty is to **NOTIFY RADIO COMMUNICATIONS**. You should also do the following:

1. Protect the scene and request any necessary medical assistance via the radio.
2. **DO NOT MAKE ANY STATEMENT CONCERNING THE ACCIDENT.**
3. If you have to move your vehicle prior to the arrival of the police investigative personnel, please mark its original location first.
4. Remember, you are driving a vehicle owned by the City of San Diego, and reporting procedures must be followed. Each police equipment accident must be investigated by a Field Sergeant and a Traffic Officer.

Conclusions and Key Points:

Think safety, act safely and be responsible when driving a city-owned vehicle.

The E plate does not exempt RSVP vehicles from traffic laws.

RSVP TRAFFIC CONTROL

RSVP Members who have completed the approved RSVP Traffic Control Course are authorized to assist Police Officers with traffic control under the following circumstances:

They have continual verbal (not including the radio) and visual contact with the Officer they are assisting,

Intervention is necessary to protect human life.

RSVP Members shall be utilized only to assist Officers and not as a substitute for Police Officers responding to a traffic control situation.

RSVP Members should never perform traffic control if they are uncomfortable with the situation they are asked to assist in. The Member should advise the Officer(s) of the discomfort and decline the assignment.

VEHICLE DONATION PROCEDURES

Acceptance of donated vehicles shall be governed by Administration Regulation 100.2 and coordinated by the City Endowment Officer.

Prior to acceptance, the Police Department Automobile Maintenance Fleet Manager shall direct the police garage to conduct a mechanical and safety inspection and prepare a diagnostic evaluation on the vehicle's working condition. Acceptance criteria shall include:

1. Vehicle should be economically feasible to maintain.
2. Vehicle should have an automatic transmission.
3. There should be no liens or outstanding debt of any kind associated with the vehicle.
4. With few exceptions, donated vehicles to be used on patrol should be less than 10 years old.

All vehicle registration and ownership documentation shall be given to the Fleet Manager for the purpose of obtaining E license plates. Unless the vehicle is donated to a specific Area Division RSVP Program, the assignment of donated vehicles shall be the responsibility of the Assistant Chief of Field Operations.

Vehicle Donation Procedures (Continued)

When a Division Command has a potential vehicle for the RSVP Program, advise the donor that if the vehicle does not pass the city inspection it will be sold by the Public Benefit Corporation and the funds placed into the RSVP fund. Alternatively, the car can be returned to the donor if the donor so desires.

Inspection and donation procedures are as follows:

1. The vehicle is delivered to the Northeastern Garage for inspection to determine if the vehicle is safe and cost-effective to operate.
2. When and if the vehicle passes inspection, the donor shall sign the vehicle over to the Corporation. The Corporation will then sign the vehicle over to the City. The required paper work can be obtained at any Department of Motor Vehicles location. You will need:
 - A. A signed Title of Ownership from the donor signed over to the Corporation.
 - B. A completed Release of Liability Form signed to the Corporation.
 1. An optional Bill of Sale for \$0.00 is recommended.
 - C. A completed Release of Liability and bill of sale from the Corporation to the City of San Diego, Police Department for RSVP _____ Division.
 - D. The completed paper work listed above then shall be delivered to the division Garage Supervisor.
 - E. When the vehicle has been properly marked, legally transferred, and E plates assigned, the involved Division will be notified.

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Vehicle Markings

Each vehicle used for the RSVP Program shall have standardized markings as follows:

1. SAN DIEGO POLICE in 2-inch letters across the front and rear.
2. SAN DIEGO POLICE in 2-inch letters above the front wheels.
3. On the front doors, RSVP on top, the City seal mid-door, and RETIRED SENIOR VOLUNTEER PATROL below the City seal. Both RSVP and RETIRED SENIOR VOLUNTEER PATROL will be in 2-inch lettering.
4. The name of the donor or business will be stated on the rear of the vehicle in one-inch letters.
5. RSVP vehicles will be marked by the Police Department Garage staff only. All markings on donated vehicles shall be subject to removal.
6. Approved Amber lights attached to the roof of the car

FUNERAL PROCEDURES

When Volunteer Members of the Police Department, Including RSVP's, pass away, The Office of Volunteer Services must be notified as soon as possible in order that proper notification can be made to the Office of The Chief of Police.

Divisions will be responsible for deciding what funeral arrangements will be made. The Office of Volunteer Services is available for notifying all Divisions city-wide if requested by the Division involved.

INTERNAL AFFAIRS INVESTIGATIONS

The Division Captain will handle all dismissals of RSVP Members and will make all final determinations on investigations involving Volunteers of the Police Department.

22 DISCIPLINE

Volunteers are non-paid employees. We do not evaluate them nor do we discipline. If there is a concern about a member it should be brought to their attention. If it continues to be an issue, the RSVP Coordinator will determine if additional training is needed. The decision to remove a volunteer must be done by a Police supervisor.

VOLUNTEERS EXITING THE PROGRAM

RSVP Members leaving the Program shall return all City property to the Division involved.

The Division will be responsible for returning the exiting Member's Police Department Identification Card to the Office of Volunteer Services with the completed RSVP Exit Interview Form. If the exiting Member does not wish to be involved in an Exit Interview, the Division will be responsible for filling out as much of the Exit Interview Form as possible and returning it along with the Police Department Identification Card to Volunteer Services.

INJURIES

All injuries must be reported to a Police supervisor and a minor injury report form to be filled out even if no treatment is required. RSVP members that are injured while performing their daily patrol duties, and require medical treatment have the option to be treated by the city doctor or their designated personal Physician. RSVP members can designate their personal Physician by filing out the **NOTIFICATION OF ELECTION OF PERSONAL PHYSICIAN FORM** and mailing it to Medical Assistance MS# 778. By reporting all injuries, this will insure that the member will be covered under workman's compensation.

PERSONAL CONDUCT POLICIES

- 9.2 Obedience to Rules
- 9.3 Obedience to Laws
- 9.4 Obedience to Lawful Orders
- 9.6 Unbecoming Conduct
- 9.7 Immoral Conduct
- 9.8 Gifts or Gratuities
- 9.9 Abuse of Position
- 9.10 Endorsements and Referrals
- 9.11 Associations
- 9.12 Visiting Prohibited Establishments
- 9.13 Public Statements and Appearances
- 9.14 Political Activity
- 9.15 Performance of Duty
- 9.17 Reporting for Duty
- 9.18 Neglect of Duty
- 9.19 Identification Policy
- 9.20 Courtesy
- 9.21 Requests for Assistance
- 9.22 Patriotic Courtesy
- 9.23 Alcoholic Beverages and Drugs in Police Installations
- 9.24 Use of Alcohol
- 9.27 Investigations
- 9.28 Department Reports
- 9.29 Truthfulness

* Items do not generally apply to RSVP members.

Rules and Policies that refer to Officer are intended for Sworn Police Officers, unless otherwise indicated.

Members refers to all persons working for the Police Department whether paid or unpaid (including RSVP's).

9.2 OBEDIENCE AND RULES POLICY

Members shall not commit any acts nor fail to perform any acts which constitute a violation of any of the policies, procedures, directives or orders of the Department whether stated in this Policy and Procedures Manual, Civil Service Rules, or the City Charter.

9.3 OBEDIENCE TO LAWS POLICY

Members shall obey all federal, state, county and municipal laws.

9.4 OBEDIENCE TO LAWFUL ORDERS POLICY

Members shall promptly obey any lawful orders of superiors. This includes orders relayed from a superior by someone of the same or lesser rank. While on duty or in the presence of others, members shall address superior officers by their titles.

9.6 UNBECOMING CONDUCT POLICY

Officers shall conduct themselves both on- duty and off-duty in such a manner as to reflect most favorably on the Department . Officers shall not conduct themselves in any manner which brings the Department into disrepute or reflects discredit upon the officer as a member of the Department, or impairs the operation and efficiency of the Department or officer. Members shall not engage in any conduct which is unbecoming of an employee of the Department, nor which impairs the operation of the Department.

9.7 IMMORAL CONDUCT POLICY

Officers shall maintain a level of moral conduct in their personal and business affairs which is in keeping with the highest standards of the law enforcement profession.

Officers shall not participate in any activity or incident involving moral turpitude which impairs their ability to perform as members of the Department or cause the department to be brought into disrepute.

9.8 GIFTS OR GRATUITIES POLICY

Definition: Gift or Gratuity, as used herein, includes, but is not limited to, meals, beverages, money, property, loans, promises, services or entertainment. Members shall not solicit or accept any gift or gratuity from any police-regulated business or person employed by, or having an interest in, a police-regulated business. Members shall not solicit or accept from any person, business or organization any gift or gratuity for the benefit of the member or others if it may reasonably be inferred that the person, business or organization:

1. seeks to influence action of an official nature or seeks to affect the performance or non-performance of an official duty; or
2. has an interest which may be affected directly or indirectly by the performance of duty. While on duty, members shall pay full price for any goods, products or services obtained.

9.9 ABUSE OF POSITION POLICY

A. Use of Official Position or Identification

Members shall not use their official position, official identification cards or badges: (1) for personal or financial gain, (2) for obtaining privileges not otherwise available to them except in the performance of duty, or (3) for avoiding consequences of illegal acts. Members shall not permit their identification cards to be reproduced.

B. Use of Name, Photograph or Title

Members shall not permit the use of their names, photographs or official titles in testimonials or advertisements of any commodity or commercial enterprise if such use identifies the person as a member of the San Diego Police Department without the approval of the Chief of Police.

- C. Members shall not enter into official Department correspondence over a signature other than the Chief of Police, except as authorized by Department procedures.
- D. Members shall not use the Department's name or address, nor the address of any station, for other than official purposes. Members shall not authorize the use of the Department's name, any Department address, or their official titles on any personal correspondence including personal checks, credit cards and other items deemed for personal use, without the prior approval of the Chief of Police.

9.10 ENDORSEMENTS AND REFERRAL POLICIES

Members in an official capacity shall not recommend or suggest in any manner the employment or procurement of a particular product, or private, professional, or commercial service (such as an attorney, ambulance service, towing service, bondsman, crime prevention materials, private investigator firms, etc).

9.11 ASSOCIATIONS POLICY

Members shall avoid maintaining associations or dealings with persons whom they know, or should know, are registered sex offenders, felons, suspected felons, or persons under criminal investigation or indictment, which may adversely affect Department operations. Such associations are permissible only in the performance of authorized official duties.

9.12 VISITING PROHIBITED ESTABLISHMENTS (ILLEGAL CARD GAMES ETC.)

Members shall not knowingly enter or frequent a house of prostitution, unlawful gambling house, or establishment maintained for the purpose of conducting illegal activity, except in the performance of duty or while acting under proper and specific orders from a superior.

9.13 PUBLIC STATEMENTS AND APPEARANCES POLICY

Members shall not publicly criticize or ridicule the Department, its policies, or others by speech, writing or other expression, where this is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline or is made with reckless disregard for truth or falsity.

* Members shall not address public gatherings, appear on radio or television, lecture on police or other related subjects, prepare any articles for publications, act as correspondents to a newspaper or periodical, release or divulge investigative information, or any other matters of the Department while holding themselves out as having an official capacity in such matters, without the approval of the Chief of Police.

9.14 POLITICAL ACTIVITY POLICY

Members shall not:

1. Use their official capacity to influence, interfere with, or affect the results of any election for political office.
2. Use or give the appearance of using their official status at any time or place for the purpose of soliciting contributions or attempting to exert influence in respect to any election for political office. This includes the use of title, wearing of the uniform or other apparel or badge or posing for campaign photographs in uniform.
3. Engage in any political activity during working hours or in any city work area.
4. Permit entry to any place under their control occupied for any purpose of the municipal government or any person for the purpose of therein making, collecting or receiving any subscription or contribution or giving any notice of political activity.

9.15 PERFORMANCE OF DUTY POLICY

Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Members shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department.

Unsatisfactory performance may be demonstrated by, but is not limited to, a lack of knowledge of the application of laws required to be enforced, an unwillingness or inability to perform assigned tasks, or the failure to conform to work standards established for the member's rank, grade or position.

(* Indicates items that do not generally apply to RSVP Members)

Officers shall not fail to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention, or be absent without leave or be unnecessarily absent from the assigned patrol beat during a tour of duty.

The following will be considered prima facie evidence of unsatisfactory performance for all members: repeated poor work performance evaluations or a written record of repeated infractions of the policies, procedures, directives or orders.

9.17 REPORTING FOR DUTY POLICY

Members shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties.

* Absence from duty without leave for a period of three patrol days shall be considered a resignation and may be processed as such.

9.18 NEGLECT OF DUTY POLICY

* Members shall not engage in activities or personal business which would cause them to neglect or be inattentive to their duty. Such activities include, but are not limited to, recreational reading, playing games, watching television or otherwise engaging in entertainment while on duty, except as may be required in the performance of duty.

Members shall remain awake on duty. If unable to do so, they shall so report to their superior who shall determine the proper course of action.

9.19 IDENTIFICATION POLICY

Members shall furnish their names and badge numbers to any person requesting that information when they are on duty or while holding themselves out as having official capacities, except when the withholding of such information is necessary for the performance of police duties or is authorized by the proper authority.

(* Indicates items that do not generally apply to RSVP Members)

9.20 COURTESY POLICY

Members shall be courteous to the public. Members shall be tactful in the performance of their duties, shall control their tempers, exercise the utmost patience and discretion and shall not engage in argumentative discussion even in the face of extreme provocation. In the performance of their duties, Members shall not use coarse, violent, profane or insolent language or gestures, and shall not make derogatory comments about or express any prejudice concerning race, religion, politics, national gender, lifestyle or personal characteristics.

9.21 REQUEST FOR ASSISTANCE POLICY

When any person requests assistance or advice or makes complaints or reports, either by telephone or in person, all pertinent information shall be obtained in an official and courteous manner and shall be properly and judiciously acted upon, consistent with established Department procedures.

9.22 PATRIOTIC COURTESY POLICY

Patriotic courtesy and respect for the American flag is symbolic of the oath to support and uphold the U.S. Constitution. On approach of the flag, during the playing of the National Anthem, and when the Pledge of Allegiance is being recited, officers shall render the appropriate salute.

Officers in uniform, covered or not, shall stand at attention and render a military salute. When in private in civilian clothes, members shall stand at attention and place their right hands over their hearts. When wearing a hat, it should be removed and held in the right hand, over the heart.

9.23 ALCOHOLIC BEVERAGES AND DRUGS IN POLICE INSTALLATIONS POLICY

Members shall not bring into or store alcoholic beverages, non-prescribed controlled substances, narcotics or hallucinogens in any police facility or vehicle, except in the performance of duties or as authorized by the Chief of Police. Such items shall be processed in accordance with Department procedures.

9.24 USE OF ALCOHOL POLICY

Members shall not drink intoxicating beverages while on duty except in the performance of duty and acting under proper and specific orders from a superior. Members shall not appear for duty, or be on duty, while under the influence of intoxicants to any degree whatsoever or with the odor of intoxicants on their breath.

Members, while off duty, shall refrain from consuming intoxicating beverages to the extent that it results in the level of impairment, intoxicating or obnoxious or offensive behavior which would discredit them or the Department, or render them unfit to report for their next regular tour of duty.

9.27 INVESTIGATIONS POLICY

Officers shall not conduct any investigation or other official action not part of their regular duties without obtaining permission from their superior unless the urgency of the situation requires immediate action.

9.28 DEPARTMENT REPORTS POLICY

Members shall submit all necessary reports on time and in accordance with established Department procedures. Reports submitted by Members shall be truthful and no Member shall knowingly enter or cause to be entered any inaccurate, false or improper information.

9.29 TRUTHFULNESS POLICY

Members shall be truthful in all matters relating to their duties.

Upon the order of a superior or any officer appointed by the Chief of Police to conduct internal investigations and in accordance with constitutional and contractual guarantees, including a right to representation, Members shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department.