

Chapter	6
Section	6.01
Title	Facility, Maintenance and Equipment
Subject	Authorized Signature
Effective Date	10/26/1995
Revision Date	12/2/2019
Revised By	Captain Marcelo Blanco
Authorized By	Chief Darren L. Goodman

I. POLICY

All invoices accepted by this Department must have the name of the Chief of Police by the employee accepting the invoice.

II. PURPOSE

To provide for the proper signing of invoices. The City's Finance Department will not accept any invoice without the signature of the Chief of Police signed as indicated by sample. This necessitates a written explanation from the Chief of Police when invoices are not signed properly.

III. PROCEDURE

When any work is done for the Department through a private business, such as Martinez or Communication Specialties, the invoice must be **PRINTED** in the following manner:

EXAMPLE: Officer Bill Jones for Chief Darren L. Goodman.

Chapter	6
Section	6.03
Title	Facility, Maintenance and Equipment
Subject	Access to Police Facility
Effective Date	03/01/1988
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. POLICY

Access of non-police personnel into non-public portions of the Police Facility shall be restricted.

II. PURPOSE

To provide for the safety and security of the Police Facility.

III. PROCEDURE

- A. Non-police personnel shall only be admitted to the non-public portions of the facility when there exists a need pertaining to police business.
- B. Non-police personnel shall not be admitted into the non-public portions of the police facility for any of the following purposes:
 1. For the purpose of utilizing any sanitary facility.
 2. For the purpose of conversing with an in-custody arrestee without the consent of the arresting officer.
 3. For the purpose of locating a particular officer; rather, officers shall be called to the front counter area.
- C. Relatives or acquaintances may, with the permission of the Watch Commander, be admitted to the non-public portions of the facility when this entry would not cause undue congestion, or when this entry would not intrude upon police business which is necessarily of a private nature.
 1. In all cases, the guest shall be in the constant company of the officer or civilian employee.
- D. City Hall personnel with a need to use the non-public facilities shall be allowed access.

- E. Former employees are not authorized personnel, and shall not be allowed in non-public areas.
- F. On occasion, entry to otherwise restricted areas may be granted by the Watch Commander during special tours, Departmental functions, or to special guests.

Chapter	6
Section	6.04
Title	Facility, Maintenance and Equipment
Subject	Equipment Committee
Effective Date	03/01/1988
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. POLICY

The Upland Police Department hereby establishes an Equipment Committee, which is charged with the general responsibility of researching and developing equipment standards for this Department. The Committee shall act as an advisory board in determining employee responsibility for the loss, theft, or damage of equipment. The Committee shall also make determinations concerning reimbursements for personal property damaged while being used for Department purposes.

II. DEFINITION

"Equipment" refers to any item that is owned by the City and issued to any employee or which is authorized by the Department. The employee maintains continuous possession of these items, and is responsible for their care and safekeeping (Examples: uniforms, baton, revolver, leather gear).

III. ORGANIZATION

A. The Committee shall consist of the following:

1. A Division Commander designated by the Police Chief, who will chair the Committee.
2. One (1) Police Lieutenant.
3. One (1) Police Sergeant.
4. One (1) Police Detective.
5. One (1) Police Officer.

- B. One (1) member - either of police officer or police detective rank - shall be a member of the Board of Directors of the Upland Police Officers' Association.
- C. Qualification for, and appointment to, the Committee shall be determined by the Police Chief

IV. FUNCTIONS AND RESPONSIBILITIES

- A. The Committee shall meet upon the request of the Police Chief or any Division Commander.
- B. The Committee chairperson shall submit the recommendations of the Committee to the Police Chief for approval.
- C. The Equipment Committee shall also convene, when necessary, to review responsibility for an employee's report of the loss, theft, or damage of City equipment and property.
 - 1. A majority vote of the Committee shall determine responsibility.
 - 2. The amount of reimbursement shall be determined by the Committee.
 - 3. Should the employee be charged with the loss, theft, or damage of property or equipment, the Committee may assist the employee with a payment schedule.
 - 4. Whenever the equipment or property damage results from normal use, the chairperson's recommendation is sufficient to dispose of the matter. The Police Chief's approval shall not be required.
- D. It is not the responsibility of this Committee to deal with, or to recommend, discipline.
- E. The Division Commander designated by the Police Chief shall be responsible for maintaining a file on all findings and recommendations of the Committee.

Chapter	6
Section	6.05
Title	Facility, Maintenance and Equipment
Subject	Uniforms (General)
Effective Date	03/01/1988
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. POLICY

All sworn members of the Upland Police Department shall, at all times, maintain in good order, complete Class "A" and Class "B" uniforms. The Class "C" uniform is authorized, but not mandatory, for all sworn members. All equipment and uniforms shall conform to the specifications set forth in this directive and no substitute items shall be worn or carried. Uniforms for Reserve Officers shall be the same as regular Patrol Officers, except that rank insignia consists of lapel pins only and shall be silver in color.

II. PURPOSE

This order is to ensure the uniform appearance of patrol personnel for ease of recognition by citizens and other officers. Furthermore, it is to provide familiarity with equipment when it must be exchanged between officers during an emergency situation.

III. APPLICATION

- A. Police personnel will be paid uniform allowance as set forth by MOU. This payment will be for the purchase, replacement, repair, and maintenance of clothing and uniforms authorized by the Department.
- B. As a result, all employees receiving such allowance shall be individually responsible for maintaining their uniforms in a clean and acceptable condition at all times. At time of hire, the Class A and Class B uniforms will be provided.

- C. Specific uniform guidelines are set forth in Chapter 2 for the various departments, divisions, units, details and teams.

Chapter	6
Section	6.06
Title	Facility, Maintenance and Equipment
Subject	Shaded Eye Wear Regulations
Effective Date	03/01/1988
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. POLICY

It shall be the policy of the Upland Police Department that all sworn members wear only those sunglasses which project a professional and conservative image.

II. PROCEDURE

The wearing of sun glasses shall be restricted to certain frame and lens colors which will conform to the standards of this policy.

III. AUTHORIZED SUNGLASSES

A. Frames considered to be of neutral color are permitted, such as black, brown, gray, gold or silver. Neutral lens colors are permitted, i.e., black, brown or gray.

IV. UNAUTHORIZED SUNGLASSES

- A. The following sunglasses are unauthorized:
1. Brightly colored or reflective lenses;
 2. Brightly colored or neon frames;
 3. Straps, strings, or other decorations that are attached to sunglasses.

Chapter	6
Section	6.07
Title	Facility, Maintenance and Equipment
Subject	Property & Equipment – Responsibility and Maintenance
Effective Date	03/01/1988
Revision Date	07/18/2016
Revised By	Officer M. Beauchamp
Authorized By	Chief Brian P. Johnson

I. POLICY

Police Department equipment shall not be used for personal or private use, under any circumstances, on and off of City property, by any employee. Exceptions to this policy may be authorized by the Police Chief when the use of the property is for the convenience of the Department, and such authorization is in writing. Use of vehicles shall conform to heretofore established directives regarding their use. Employees are accountable for the proper care of Department property and equipment assigned to them. It must be kept clean and in proper working condition.

II. PURPOSE

To create accountability for the proper use, care, maintenance and responsibility of Department equipment. Also, in keeping with Administrative Procedure #603, this policy prohibits the use of Department property for personal reasons and provide for the use, care, and accountability of Department property.

III. PROCEDURE

A. Division Commanders' Responsibility and Care of Equipment.

1. Division Commanders are responsible for all property and equipment charged to their respective Division. Each Division Commander will establish procedures for maintaining equipment assigned to their respective divisions. Such procedures shall establish methods of use, security, and care of the equipment, and set forth the employees' obligations and responsibility for the equipment's use, security, and care.
2. All Department property issued to employees will be verified and inspected by their supervisor during the employee's annual evaluation. The Equipment Register Log is held and maintained by the Personnel and Training Division. An electronic version of the Equipment Register Log will be stored in the supervisor's share drive. If equipment is missing or damaged, a memorandum will be written by the employee to the Operations Division Commander.

B. Division Commanders' Responsibility in Reporting Lost, Damaged, or Stolen Equipment.

1. In the event any equipment is lost, damaged, or stolen, the Division Commander shall file a report with the Police Chief, describing the equipment, and indicating the circumstances which caused the property to become lost, damaged, or stolen.

C. Damage or Loss.

1. Lost or damaged Department property and equipment must be reported to the immediate supervisor. In the event that City property is found bearing evidence of damage which has not been reported, it will be presumed that the last person using the property or vehicle was responsible. Damaged or lost property and equipment may subject the responsible individual to reimbursement charges and/or appropriate disciplinary action.

D. Repair of Radios, Vehicles, and Other Equipment.

1. Any vehicle, radio, or other piece of equipment found to be functioning improperly will be reported via either the proper form, or in writing, to the Division Commander or Watch Commander within the Division to which the property is assigned. Such report shall be made as soon as practical. Repairs of Department property will be coordinated by the Service Division with the exception of vehicles and vehicle equipment such as radios, radar, etc. These repairs will be coordinated by the Patrol Division.

E. Registering Equipment.

1. Employees are required to receive approval for and register with the Department, the description and serial numbers of all weapons they own and carry on duty.

F. Surrender of Department Property and Equipment.

1. Employees are required to surrender all Department property in their possession upon separation from service, or upon the order of the Chief of Police. Failure to return non-expendable items may obligate and cause the person to reimburse the Department for the fair market value of the article(s).

G. Equipment Sign-Out.

1. All special equipment, including hand-held radios, digital cameras and flashlights, are to be logged out by their identification number by the employee taking such equipment and the information noted on the shift schedule.
2. Employees shall:
 - a. Return all radios, digital cameras, flashlights and pepper ball launchers to the equipment room at the end of each shift, unless authorized to do otherwise by their immediate supervisor.

H. Police Vehicles.

1. Employees shall not use any Department vehicle except as authorized by a commanding officer. Only authorized persons will be carried in police vehicles:
 - a. Regularly appointed employees of the Department.
 - b. Reserve Officer, when on duty and in uniform.
 - c. Properly scheduled ride-alongs and Explorers:

- 1) Citizens;
- 2) Cadets; and
- 3) Explorers.

d. Prisoners, witnesses, victims, informants, and other persons when their transportation is a necessary part of official police business.

e. Aged, sick, injured, or lost children when such transportation is expedient.

f. Appointed and elected officials when previous arrangements have been made with the Chief of Police. Such persons must be acting in their official capacity, and on a specific mission. The Chief will also assign the police unit and time for such persons to ride.

I. Care of Department Building.

1. Employees shall not mar, mark, or deface any surface in any Departmental building. No material shall be affixed in any way to any wall in Departmental buildings without specific authorization from a commanding officer.
2. Watch Commanders shall inspect the holding cells and booking area, including property drawers, at the start and end of their respective watches.

Chapter	6
Section	6.08
Title	Facility, Maintenance and Equipment
Subject	Repair of Equipment
Effective Date	03/01/1988
Revision Date	12/03/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

In order to maintain an accurate accounting of the Department's equipment repair costs, the following procedure will be followed when requesting equipment repair.

II. PURPOSE

To maintain an accurate accounting of equipment repair costs, as well as determining the equipment's life.

III. PROCEDURE

- A. Any vehicle found to be functioning improperly will be reported by sending an email to the Department's unit repair e-mail. A detailed description shall be included to describe the nature of the problem. The employee shall CC their immediate supervisor in the email as soon as practical.
- B. Unit radio, HTs, or other piece of equipment found to be functioning improperly will be reported and emailed to the respective sergeants in charge of the equipment. Such reports will be made as soon as practical.
- C. All other repairs shall be submitted through the use of the Help Desk using the Upland Police Department Intranet. The appropriate division must be selected such as building maintenance, finance, or IT Services. Provide as much detailed information with attachments and photos if necessary to describe the problem.

Chapter	6
Section	6.09
Title	Facility, Maintenance and Equipment
Subject	Repair/Replacement of Damaged Clothing and Personal Property
Effective Date	03/01/1988
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. POLICY

The City will pay for the repair of clothing damaged during the performance of duty. If clothing is beyond repair, the City will contribute a depreciated amount toward new clothing, according to the replacement schedule listed below (IV).

II. PURPOSE

To implement a policy for the repair or replacement of employees' clothing, damaged during the performance of work.

III. PROCEDURE

- A. Notify the Division Commander or supervisor immediately.
- B. The Division Commander or supervisor will accept damaged clothing and notify the Chief of Police.
- C. The Police Chief, or his designee, will survey the damage and arrange for subsequent repair or replacement.
- D. Submit age of item and exact replacement cost, including tax, to watch commander or supervisor.

IV. REPLACEMENT SCHEDULE

A. Uniformed Personnel

1. One year - pants, shirts.
2. Two years - shoes.
3. No depreciation - duty jackets, hat, and ties. Other items damaged on duty will be replaced if repair is not possible (including personal property).

B. Plain Clothes Personnel

1. One year - slacks, shirts.
2. Two years - shoes.
3. Three years - suit, sweaters, sport coats.

C. Other Required Items

1. Required items such as prescription eyeglasses will be reimbursed at full replacement or repair cost if damaged on duty.
 - a. Watches and writing instruments will be repaired or replaced to a maximum of \$100.
 - b. No reimbursement for repair or replacement of personal property will be made unless accompanied by an itemized paid invoice, which describes such repair or replacement.

D. Personal Property

1. Items of personal property which are not required on duty, but which are damaged in the line of duty, will be replaced up to a maximum of \$100. Such items include, but are not limited to:
 - a. Sunglasses;
 - b. Rings, bracelets, necklaces, and other jewelry;
 - c. Buck knives; and
 - d. Second weapons and handcuffs.
2. Personal property which is lost or damaged due to officer negligence will not be repaired or replaced at Department's expense.
3. No reimbursement for repair or replacement of personal property will be made unless accompanied by an itemized paid invoice which describes such repair or replacement.

Chapter	6
Section	6.10
Title	Facility, Maintenance and Equipment
Subject	Computer & Internet Use
Effective Date	09/18/2006
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. Policy

All members of the Upland Police Department are expected to use department computers and internet access in a manner which is consistent with the professional and ethical standards of the department, maintains a positive relationship with co-workers and the public, and protects the security and integrity of the network.

II. Purpose

The Computer Use and Internet Access policy presented here is a standardization of policy as it pertains to all employees. It is an information memorandum intended to define acceptable uses of department owned computers and internet connections and set forth a code of ethics in regards to daily usage of computers within the organization.

III. Procedure

A. Computer Use

1. Employees are provided with a unique User-ID and password for computer access. The misuse of another employee's User-ID and/or password is strictly prohibited.
2. It is each employee's responsibility to log off or secure the computer when completing a session or when leaving the computer unattended.

B. Internet Access

1. Internet access is a privilege. The department can deny access to any or all employees at their discretion.
2. Internet activities are not private and are monitored by the department.

3. Generally, use of the Internet (external) is for official business and only in conjunction with the course of the employee's job related activities. However, employees may occasionally use the internet for personal uses (during breaks), provided such use does not interfere with job performance, does not consume significant amounts of time, does not distract other employees, does not potentially cause discredit to the department, and is done in a professional and courteous manner.
4. Downloading of software is strictly prohibited. If you require software that is not installed on your PC then please contact your department's ITS representative.
5. All employees are expected to use practical and ethical common sense when using the department's internet resources.
6. The policy regarding sexual harassment and discrimination also applies to communications via electronic mail.

C. Unacceptable Internet Use

1. Employees are not allowed to visit any website that displays material of a questionably ethical standard, unless related directly to a criminal investigation. This includes but is not limited to any site that displays pornography, offensive or racist material, and illegal activities.
2. Upland Police Department internet access shall not be used to gamble, run a business, conduct political campaigns, for personal gain, or to take part in any prohibited or illegal activity.
3. The ITS department monitors internet access and reports violations of the Internet Access Policy to the department.
4. Violations of the Internet access policy can result in, but is not limited to verbal or written warning, denial of internet and network access rights, or dismissal from Upland Police Department employment.

D. Internet Messaging

1. The department internet access policy does not allow the use or installation of internet messaging programs such as MSN Messenger, AOL Messenger, or ICQ, unless specifically allowed by the ITS department for investigations.
2. Personal email through internet web mail is allowed on a restricted basis. This means while you are allowed to use web email services, please keep this to a minimum and only during lunch and personal breaks.

E. Streaming Media

1. Streaming media, i.e., internet radio, video, etc., is not allowed unless it relates directly to department business.

F. Best Practices for Internet Activities

1. Do not give out your network username and password to anyone.

2. Avoid filling in your email address on any internet form that is not from a trusted source.
3. Do not download any files from the Internet.

I have read and agree to abide by the rules and guidelines set forth in this policy.

Signature _____

Date _____

Chapter	6
Section	6.11
Title	Facility, Maintenance and Equipment
Subject	Cellular Telephones and Electronic Devices
Effective Date	07/01/2008
Revision Date	12/18/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

It is the policy of this Department that the on-duty use of cellular telephones and other electronic devices shall be used in compliance with state law, including California Vehicle Code Section 23123.

II. PURPOSE

The purpose of this policy is to establish guidelines for the on-duty use of cellular telephones and electronic/entertainment devices.

III. PROCEDURE

A. Cellular Telephones

1. All personnel carrying cellular telephones, while on-duty, should have the cellular telephone on silent/vibrate mode. Unless an exigency exists, employees should not use the "chirping" or speaker phone while in the police building.
2. Employees should not talk on cellular telephones while driving a department vehicle, unless duty-related exigent circumstances exist. If circumstances exist, any communication using a cellular telephone should be done utilizing a hands-free method (i.e. speaker phone, headset, Bluetooth). Employees should not wear cellular telephone earpieces while not actually engaged in conversation.

- a. California Vehicle Code Section 23123 “does not apply to an emergency services professional using a wireless telephone while operating an authorized emergency vehicle, as defined in Section 165, in the course and scope of his or her duties.”
Notwithstanding this exemption, employees meeting the criteria of this exemption, should still park or pull to the side of the road, whenever possible, when using a cellular telephone without a hands-free device.
3. The use of a cellular telephone for personal business by any employee shall not interfere with or interrupt the performance of the employee’s duties.

B. Personal Electronic/Entertainment Devices

1. The following personal electronic/entertainment devices should not be carried or used while engaged in enforcement activities: televisions, DVD players, and video game systems. Approved cellular telephones and electronic devices with the capability of playing video files shall not be used in such a manner. Music devices may be carried in vehicles; however, at no time shall an employee use headphones to listen to the music device. Approved devices shall at no time be integrated with any part of the department vehicle or vehicle radio/audio systems, unless the vehicle is equipped with an appropriate jack designed for that purpose (i.e., mp3 jack, USB). Electronic devices used in such a manner as to assist the officer in the performance of his/her duties (e.g., cameras, tape recorders, or personal computers used to complete reports) may be carried while on duty.
 - a. The department will accept no responsibility for the purchase, maintenance, loss, or damage to personal electronic devices used while in the performance of assigned duties.

C. Wireless Communication and Personal Electronic Devices in Dispatch

1. Dispatchers working in the dispatch center, and all employees entering the dispatch center, should have their cell phones in silent/vibrate mode.
2. Dispatchers, and other employees entering the dispatch center, should not make or receive cellular calls inside the dispatch center.
3. Dispatchers working the radio shall not have any personal electronic devices at their console (with the exception listed below). Any devices must be turned off and stored in a locker. Radio dispatchers may use E-readers (no internet or Wi-Fi) during slow periods and ONLY with a supervisor’s approval. The Radio Dispatcher is not to view other dispatcher’s personal devices when performing the functions of the Radio Dispatcher.

4. Dispatchers working the phones may have one (1) personal electronic device at their console. Multiple devices, such as a cell phone and tablet, are not allowed.
 - a. Text messaging is permissible by dispatchers working the phones as long as it does not interfere with job functions and is the only electronic device at the console.
 - b. During busy periods, and emergency radio traffic, dispatchers working the phones shall cease using all personal electronic devices.
5. Nothing in this policy prevents a supervisor from directing an employee to turn off a cellular telephone/wireless communication device at any time the supervisor determines the device is being disruptive to the dispatch center.

Chapter	6
Section	6.12
Title	Facility, Maintenance and Equipment
Subject	Police Vehicle Laptop Use
Effective Date	07/08/1996
Revision Date	12/16/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

It shall be the policy of this Department to authorize the operation of Police laptop computers only in accordance with all state and federal rules and regulations. This device shall be used for official police communications only. Messages that are of a sexual nature, racist, or otherwise critical of any member of the Department are strictly forbidden.

II. PROCEDURE

- A. No persons shall operate a laptop computer that is connected to any City or law enforcement information system without an employee username and a "password" issued for the security of the system involved.
- B. No person shall use another employee's username or password to access any system.
- C. Security clearances for police personnel will only be entered after an employee has successfully completed the training module prescribed for the level of access required.
- D. Upland Police laptop computers shall only be used for official department business.
- E. Employees must "sign off" from their laptop computer at the end of their shift.
- F. No employee shall tamper with, or negligently or willfully damage an Upland Police Department laptop computer.

- G. Care must be used when an Upland Police laptop computer is accessing the California Law Enforcement Telecommunications System (CLETS) to preclude the public view of the screen. Take care not to allow suspects to view the screen if it contains victim, witness, or informant information.
- H. Employees shall not use information obtained from or through any Automated System for personal gain.
- I. All CLETS and Cal Photo inquiries must be for official purposes only. These systems may never be accessed for personal use.
- J. Police Laptop Computer point-to-point messages are “audited” on a regular basis by watch commanders. Point-to-point messages must only be used in the conduct of the police department’s business. All messages are recorded and saved for audit purposes.

III. ADDITIONAL INFORMATION

- A. There is no expectation of personal privacy on the Upland Police laptop computer system. All records and transactions are subject to audit.
 - 1. WARNINGS: Data used in the conduct of Upland Police Department business is protected by state law. Every employee who uses a computer or computer terminal must recognize his or her responsibility for the security and accuracy of information in that computer system. Deliberate attempts to access unauthorized data will be recorded and may result in disciplinary action up to, and including, loss of employment and prosecution under applicable laws.

THE COMPUTER IS NOT FOR PERSONAL USE. ALL RECORDS ARE SUBJECT TO AUDIT. THERE SHOULD BE NO EXPECTATIONS OF PERSONAL PRIVACY.

VIOLATIONS OF ANY OF THE ABOVE WILL BE CONSIDERED TO BE OF A SERIOUS NATURE AND MAY BE CAUSE FOR DISCIPLINARY ACTION.

Chapter	6
Section	6.13
Title	Facility, Maintenance and Equipment
Subject	Parking at the Police Facility
Effective Date	03/01/1988
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. POLICY

All personnel shall comply with the below listed procedure in regards to parking of police vehicles and private vehicles.

II. PURPOSE

The secure parking area at the police station has been provided to ensure available parking spaces for police vehicles.

III. APPLICATION

- A. Parking of Police Vehicles: A parking space has been provided for each vehicle operated by the Police Department. The spaces are identified. All personnel, when parking a police vehicle, will make certain that it is parked in the space identified for it. Vehicles shall not be backed into their designated spaces.
- B. Parking of Police Personnel Private Vehicles: All private vehicle parking spaces are available on a first-come, first-served basis. The exceptions are handicapped parking and the space for "Officer of the Month".
 - 1. This area may also be utilized by the public when public meetings are held at the Police Department.

Chapter	6
Section	6.14
Title	Facility, Maintenance and Equipment
Subject	Police Vehicles – Equipment and Maintenance
Effective Date	03/01/1988
Revision Date	12/16/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

Except in an emergency, at the beginning of a tour of duty, and prior to use of an assigned vehicle, the employee-driver shall inspect and report any damage, mechanical malfunction, or missing equipment to the immediate supervisor.

II. PURPOSE

To assure proper care, custody, and control of Police Department vehicles.

III. PROCEDURE

A. Inspections

1. Visual inspection of tires and wheels to determine:
 - a. If any service tire is under-inflated;
 - b. If the spare is present and inflated;
 - c. If any service tire shows any cut, break, or tread-less area at any point which can be readily viewed;
 - d. If any service tire has suffered uneven wear, indicative of misalignment; and
 - e. If any wheel is cracked, bent, or rim-damaged (without removing the hubcap).
2. Inspection by operation of emergency lights and siren.
3. Inspection by operation of turn signals, brake lights, taillights, headlights, and spotlights.
4. Inspection by operation of foot and hand brakes.
5. Visual inspection of remainder of vehicle for any damage, apparent malfunction, or missing equipment.

6. Inspection by operation for any unusual vibration or sound from engine, power train, running gear, or other moving part, and for any unusual instrument reading or warning signal.
 7. Visual inspection of the vehicle's interior and trunk for any unauthorized material, weapon, or evidence, and any such discovered shall be immediately delivered to his supervisor.
 8. Equipment:
 - a. An adequate supply of flares;
 - b. A fire extinguisher and radio in good working condition;
 - c. A shotgun loaded with four rounds of ammunition;
 - d. First Aid Kit;
- B. Any equipment needing repair or replacement shall be reported in accordance with Department policy.
- C. An employee-driver of a Departmental vehicle shall be licensed in this State, and shall not operate a vehicle outside of the class permitted by his license. He shall have his driver's license in his immediate possession at all times, and shall comply with any restriction required by such license.
- D. An employee-driver shall remove the ignition key and lock all doors before leaving the immediate vicinity of his vehicle, unless it is attended by another employee.
- E. An employee-driver involved in an accident while operating a Departmental vehicle shall immediately notify his supervisor and the dispatcher of the accident; but if a Departmental vehicle is unoccupied when struck or its employee-driver's injuries prevent his effecting notification, any employee (not also incapacitated) who becomes aware of the accident immediately shall make such notification.
- F. Except in an emergency or to change a flat tire, an employee shall not alter or attempt any repairs to a Departmental vehicle without the prior authorization of a supervisor.
- G. An employee shall take reasonable care to avoid damaging, misusing, or destroying a Departmental vehicle.
- H. An employee shall not use a Departmental vehicle except in furtherance of Departmental goals and objectives and in performance of his duty.
- I. An employee-driver shall remove all trash from his vehicle at the end of his tour of duty.

- J. All Watch Commanders are instructed to note on the Officers' Monthly Performance Summary, all misuse or improper care of police vehicles.
- K. Invoices for repair work on units and unit radios to be done by private businesses must be signed in accordance with Departmental policy.

Chapter	6
Section	6.15
Title	Facility, Maintenance and Equipment
Subject	Use of Seat Belts
Effective Date	03/01/1988
Revision Date	12/16/2019
Revised By	Captain Marcelo A. Blanco
Authorized By	Chief Darren L. Goodman

I. POLICY

- A. Motor vehicles purchased by the City of Upland for use by Police Department personnel are equipped with safety belts in compliance with Federal Motor Vehicle Standards.
- B. All Department personnel who drive City vehicles shall use, and ensure that all passengers use, available safety belt equipment installed in the vehicles being operated. This policy includes, but is not limited to, unmarked vehicles, emergency vehicles, pick-ups, etc.

II. PURPOSE

The purpose of this policy is to ensure Department personnel and/or passengers use available safety belt equipment in motor vehicles. Numerous studies have shown that the use of restraint devices reduces the possibility of death or serious injury in case of an accident.

III. PROCEDURE

- A. Department personnel shall ensure all occupants of the vehicle are using the safety equipment (safety belt or juvenile car seat) before moving a motor vehicle.
 - 1. When arriving at an emergency call, the operator may remove the restraint device just prior to stopping for quick exit and to prevent becoming entangled in the restraint device.

2. Department personnel may remove the safety restraint just prior to coming to a stop on a vehicle traffic stop. Caution should be exercised, keeping in mind that the violator in fact may not stop. This would prevent becoming involved in a pursuit without the use of safety restraint devices.
 3. Officers shall restrain prisoners in the rear of vehicles using the safety belt provided.
 - a. EXCEPTION: If the prisoner is so combative as to create a potential for injury to the officer or prisoner, the belt need not be used until the prisoner can be restrained safely.
 - b. EXCEPTION: If the prisoner is not cooperating and refuses to keep the safety belt on or removes it voluntarily while the vehicle is in transit.
- B. Department personnel will adjust the safety restraint devices so that they are comfortable, yet provide maximum protection in the event of an accident. They will inspect the serviceability of the harness at the start of each tour and report any defects immediately to a sergeant or watch commander. Proper paperwork shall also be completed.

IT IS YOUR LIFE -- BUCKLE UP FOR SAFETY!

Chapter	6
Section	6.16
Title	Facility, Maintenance and Equipment
Subject	Parking Police Vehicles at Calls-For-Service
Effective Date	03/01/1988
Revision Date	12/18/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

- A. Whenever an officer has occasion to park the police vehicle in response to a call-for-service, the vehicle shall be parked legally.
 - 1. The only exception would be to facilitate the apprehension of a violator, or suspected violator, under emergency conditions. The California Vehicle Code specifically exempts emergency vehicles under these circumstances.

II. PURPOSE

To provide for the proper parking and safeguarding of police vehicles.

III. PROCEDURE

- A. Whenever a police unit is parked in pursuance of a police function, the responsible officer shall park his vehicle in a safe parking location, with the parking brake set and the transmission in the park position.
- B. The officer shall turn the vehicle engine off. The key, or key fob in the case of a remote start vehicle, shall be removed from the ignition of the police vehicle and kept in the officer's possession. Police vehicles must not be left parked with the keys in the ignition or remote start fob in the passenger compartment.
- C. Vehicles shall not be allowed to idle or continue running when the officer is not in the immediate location of the vehicle. If the officer is not going to use the vehicle, it should be turned off and secured.

- a. Leaving the engine on when the officer is not in the immediate area creates the possibility that the vehicle or it's contents may be stolen.
- b. Excessive engine idling may cause damage to the engine.
- c. Maintenance is conducted on the engine determined by the engine hours logged by each vehicle. If the engine is allowed to idle excessively when not in use, this creates unnecessary maintenance costs and takes the vehicle out of service.
- d. Emissions from an idling vehicle are an unnecessary hazard to the environment.

Chapter	6
Section	6.17
Title	Facility, Maintenance and Equipment
Subject	Pushing Disabled Vehicles With Patrol Units
Effective Date	03/01/1988
Revision Date	12/03/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

Police unit bumpers shall be used only for the immediate removal of a disabled vehicle from a traveled highway so that further traffic problems and/or the possibility of a serious collision may be reduced.

II. PURPOSE

To provide for removal of a disabled vehicle when it is in the interest of safety.

III. PROCEDURE

- A. Extreme caution shall be used by the officer in pushing a vehicle, due to the possibility of inflicting damage to the disabled vehicle's transmission or drive train.
- B. The officer must never push the disabled vehicle more than the distance from the traffic lane to the edge of the roadway.
- C. In all lesser conditions, the officer shall not push the vehicle, but will, instead, summon an appropriate outside service.
- D. The bumper shall not be used by the officer for pushing a stalled motorist for starting purposes.
- E. Officers are cautioned not to push disabled vehicles into driveways, as damage to one or both vehicles will usually result.

Chapter	6
Section	6.19
Title	Facility, Maintenance and Equipment
Subject	Respirator Policy
Effective Date	01/13/2009
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. POLICY

This policy sets forth accepted practices for respirator users, and provides information and guidance on proper selection, use and maintenance of respirators.

II. PURPOSE

The purpose of this policy is to provide guidance to all police employees using respiratory protection when responding to unique incidents in the field.

III. PROCEDURE

A. Administration of the Respiratory Protection Program will be performed by the Mobile Field Force Commander and is hereafter called the "Program Administrator" within this policy. The Program Administrator will ensure:

1. Provide and/or facilitate initial and annual fit testing and associated record keeping.
2. Provide and/or facilitate initial and annual respirator training and associated record keeping.
3. Provide and/or facilitate initial medical evaluation and keep records of physician's certificate to wear a respirator.

4. Implement and retain audit records and program evaluation reports, including employee complaints, problems and suggestions.
5. Revising and updating of the Respiratory Protection Program as needed.
6. Annual inspections of respirators and associated equipment, including recommendations to management to obtain repairs.
7. Maintaining inspection reports.

B. Definitions:

1. Breathing Tube: A tube through which air flows to the face piece from a PAPR.
2. Approved: Respirators that have been tested and listed as satisfactory meeting standards set by the National Institute for Occupational Safety and Health (NIOSH).
3. Cal/OSHA: California Occupational Safety and Health Administration.
4. Canister: A large sealed container holding a fiber adsorbent material or both which removes specific contaminants from the air drawn through it.
5. Cartridge: A small canister with the same purpose.
6. Contaminant: A harmful, irritating or nuisance material that is foreign to the natural atmosphere.
7. CBRN: Chemical, Biological, Radiological and Nuclear.
8. CBRN Cartridge: A canister with excellent permeation resistance to a wide variety of toxic materials, and CRBN agents.
9. End of Service Life Indicator (ESLI): A device or label that warns the respirator user of the approach of the end of adequate respiratory protection, i.e. that sorbent is approaching saturation or is no longer effective.
10. Escape Only Respirator: A respirator intended to be used only for emergency exit.
11. Enforcement Cartridge: A filter which is NIOSH approved for use against Phosphine, CS, CN (Tear Gas), Ammonia, Chlorine, Chlorine Dioxide, Formaldehyde, Hydrogen Chloride, Hydrogen Fluoride, Methylamine, Sulfur Dioxide or FOR ESCAPE ONLY FROM Hydrogen Sulfide and all particulate aerosols.
12. Face Piece: The part of the respirator that covers the wearer's eyes, nose, and mouth (full face piece). It is designed to make a gas tight or particle tight fit with the face and including the headbands, exhalation valve and connectors for an air purifying device (dual or single canister).

13. Filter: A device used in cartridges or canisters to remove solid or liquid aerosols from the air.
14. Immediately Dangerous to Life and Health (IDLH): An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.
15. Inhalation Valve: A device that allows respirable air to enter a respirator and prevent exhaled air from leaving the respirator through the valve.
16. Maximum Use Limit: The maximum concentration of a contaminant for which an air purifying filter, cartridge, or canister is approved for use.
17. Negative Pressure Respirator: A respirator in which the air pressure inside of the mask is positive during exhalation and negative during inhalation in relation to the outside air pressure.
18. NIOSH: National Institute for Occupational Safety and Health.
19. Powered Air Purifying Respirator (PAPR): An air purifying respirator that uses a blower to force the ambient air through air purifying elements to the inlet covering.
20. Permissible Exposure Limit (PEL): The legally established time-weight (TWA) concentrations or ceiling concentration of a contaminant that shall not be exceeded.
21. Positive Pressure Respirator: A respirator in which air pressure inside the mask is always positive relative to the outside air pressure during both inhalation and exhalation.
22. Protection Factor: The ratio of the ambient concentration of an airborne substance to the concentration of the substance inside the respirator at the breathing zone of the wearer. The protection factor is a measure of the degree of protection provided by a respirator to the wearer. These values are assigned by NIOSH.
23. Respirator: A device designed to protect the wearer from inhalation or harmful atmospheres.
24. Sanitize: To destroy organisms which cause disease or infection.
25. SCBA: Self Contained Breathing Apparatus.

C. Classification, Description and Limitations of Respirators:

1. Approved Respirators
 - a. Only NIOSH approved respirators shall be used by Upland Police Department employees.
2. Air Purifying Respirators

- a. Air Purifying Respirators (APR's) are masks that use either a canister or cartridge to remove contaminants from the atmosphere. These respirators do not protect against IDLH, oxygen deficiency or other atmospheres where contaminants are in unknown concentrations. The contaminants removed are limited by the type, efficiency, and capacity of the cartridge or canister used.

D. Selection of Respirators-General Considerations

1. The selection of a respirator for any given situation shall require consideration of the following factors:
 - a. Nature of the Hazard
 - b. Characteristics of the hazardous operation or process
 - c. Location of the hazardous area with respect to a safe area having respirable air.
 - d. Period of time for which respiratory protection may be provided.
 - e. Activity of the workers in the hazardous area.
 - f. Physical characteristics, functional capabilities and limitations of various types of respirators.

E. Use of Respirators:

1. Training
 - a. The employee's supervisor and the respirator wearer shall be given adequate training by a qualified person(s) to ensure the proper use of respirators. Written records shall be maintained by the Program Administrator. The training shall include the following elements:
 - 1) Basic respiratory protection practices
 - 2) Nature and extent of hazards to which a person may be exposed.
 - 3) Principals and criteria of selecting respirators.
 - 4) Training of respirator wearers.
 - 5) Issuance of respirators.
 - 6) Inspection of respirators
 - 7) Use of respirators, including monitoring of use.
 - 8) Maintenance and storage of respirators.
 - 9) Regulations concerning respirator use.
2. Training of Respirator Wearers: to ensure the proper and safe use of a respirator, each respirator wearer shall receive annual training. After the

training, each user must demonstrate knowledge of the following elements:

- a. Why the respirator is necessary and how the improper fit, usage, or maintenance can compromise the protective effect of the respirator.
 - b. What the limitations and capabilities of the respirator are.
 - c. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
 - d. How to inspect, put on and remove, use and check the seals of the respirator.
 - e. What the procedures are for maintenance and storage of the respirator.
 - f. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
 - g. The general requirements of California Code of Regulations 8 CCR 5144
3. Retraining: Each respirator user shall be retrained annually on training elements. Training competencies have to be demonstrated and documented.
4. Respirator Fit Tests
- a. A Quantitative Fit Test using a negative pressure respirator shall be performed initially and annually thereafter to determine the ability of each individual respirator wearer to obtain a satisfactory fit with an APR. A satisfactory fit is defined as a fit factor averaging 500 or better for a full face APR. Procedures required by 8 CCR 5114, for the 'porta-count' and the controlled negative pressure protocol will be followed.
 - b. A person shall be allowed to use only the specified make and model APR for which the person has obtained a satisfactory quantitative fit. Under no circumstances shall a person be allowed to use any respirator if the results of the quantitative fit test indicate that the person is unable to obtain a satisfactory fit.
 - c. A quantitative fit test shall be carried out for each wearer of a negative pressure respirator (required by 8 CCR 5114(f)) prior to initial respirator use and at least annually. A current fit test is required for the use of respiratory protection in the field.
 - d. Respirator Fit Test Records: Initial and annual fit test records will be kept by the program manager. The record will include:

- 1) Employee identification and work location
 - 2) APR make./model which employee was fit with
 - 3) Date and location of test
 - 4) Type of fit test method, scores of test and fit factor
 - 5) Identification and signature of person performing tests
5. Respirator Inspection Prior to Use: Each person issued a respirator for routine, non-routine emergency or rescue, shall inspect the respirator prior to its use to ensure that it is in good operational condition. Proper function will be evaluated using the manufacturer's inspection procedures.
- a. Air purifying respirator inspection shall include the face piece, face shield, straps, buckles, valves, cartridges/canisters and sealing gaskets.

F. Leaving a Hazardous Area

1. A respirator wearer shall be permitted to leave the hazardous area for any respirator-related cause. Reasons which require a respirator wearer to leave a hazardous area include, but are not limited to the following:
 - a. Failure of the respirator to provide adequate protection
 - b. Malfunction of the respirator.
 - c. Detection of leakage of an air contaminant into the respirator.
 - d. Severe discomfort in wearing the respirator.
 - e. Illness of the respirator wearer.

G. Facial Hair Requirements

1. To maintain compliance to Title 8, California Code of Regulations, Section 5144(g) Use of Respirators, (1) Face piece seal protection, all personnel assigned to maintain a respirator for use will adhere to the facial hair policy.
2. Facial hair that is in violation of this section includes
 - a. Facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function, or
 - b. Any condition that interferes with face to face piece seal or valve function
3. Any facial hair that can come between the sealing surface or interferes with the valve function is not permitted. Personnel who violate this policy will not be allowed to attend Fit Testing or wear a respirator and may be subject to corrective and/or disciplinary action.

H. Maintenance of Respirators

1. Air Purifying Respirator Maintenance and Inspections

- a. All Air Purifying Respirator's (APR's) are required to be kept clean and protected in a manner where they are ready for use when needed.
- b. All APR's will be cleaned and disinfected using the manufacturers recommended method or the suggested methods as in the following section: Cleaning and Sanitizing.
- c. The following intervals will be used for maintenance and care:
 - 1) As often as necessary to maintain a sanitary condition
 - 2) After each use for fit testing
 - 3) After each use for emergency use respirators
 - 4) After each field use (both training and realistic)

I. Cleaning and Sanitizing

1. Each Respirator should be cleaned and sanitized after each use. Use warm water (110F maximum) and mild soap to clean the respirator. Rinse with clean, warm water and allow to air dry. Sanitizing is required if the respirator will be shared. Sanitizing is accomplished by immersing the mask for at least two minutes in one of the following solutions:
 - a. 50 ppm bleach solution (1ml household bleach in 1 liter water).
 - b. 50 ppm iodine solution (1 ml tincture of iodine in 1 liter water).
 - c. A commercially prepared disinfectant recommended by the manufacturer.
2. Then, rinse all components in fresh warm water and allow to air dry.

J. Repair and Replacement

1. Replacement of parts or repairs shall only be done by persons trained in proper respirator assembly and correction of possible malfunctions or defects.
2. Replacement parts shall only be those designed for the specific respirator being repaired.
3. All records of respirator repair will be provided to and maintained by the program administrator.

K. Storage

1. Respirators shall be stored in a manner that will protect them against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.

APR's and cartridges will not be operated or stored in environments below 0F or above 120F, except emergency conditions for the protection of life or property. Respirators shall be stored to prevent distortion of the elastomeric parts.

2. Employees who are issued APR's will also be issued a case or bag to store/protect the APR and other equipment associated with it.

L. Special Problems

1. Corrective Vision

a. Employees who require corrective lens or glasses may either:

- 1) Use a spectacle insert kit for the respirator, or
- 2) Use their own lenses or glasses underneath the face piece as long as they do not hinder the proper fit and wearing of the respirator.
- 3) No modification of the face piece is permitted.

M. Immediately Dangerous to Life or Health Atmospheres (IDLH)

1. When an atmosphere has been characterized as IDLH due to oxygen deficiency or toxicity, a respirator will not be allowed to be used as a protection measure for any employee. A self contained breathing apparatus (SCBA) must be used. Hazardous atmospheres that cannot be characterized shall be assumed to be IDLH.
2. Appropriate Fire Rescue or properly trained (i.e.: Clan Lab Investigator) and equipped personnel will be called when dealing with an IDLH atmosphere.

N. Medical Evaluation

1. Occupational Health Physician Approval Requirement

- a. No employee shall be assigned to wear a respirator or be required to wear a respirator, including stand-by mode work, or may volunteer to wear a respirator where it is not required unless it has been determined by an occupational health physician that the person is physically able to perform the work while wearing a respirator.
2. The physician's determination that an employee is certified to wear/use a respirator shall be based on medical tests and findings, including:
 - a. Medical history
 - b. Confidential OSHA Respirator Medical Evaluation Questionnaire

- c. Pulmonary function test(s) (only when required by the physician)
 - d. Treadmill (only when required by the physician)
 - e. Chest X-ray (only when required by the physician)
3. The physician's determination shall be made before the time that the employee be assigned to wear a respirator. The physician's determination shall be documented on an official letter or similar document, signed by the examining physician and provided to the program administrator for each employee.
 4. In the event that a physician finds that an employee has a medical condition that would prevent the use of a negative pressure respirator, the physician will be required to re-evaluate whether a PAPR will mitigate the medical condition. If the physician determines that a PAPR is a satisfactory substitute, the PAPR will be provided to the employee by the employer when available.

O. Final Evaluation

1. When an employee ceases to work in conditions where an APR or PAPR are required, a final evaluation may be requested at the employers expense and any future evaluation will cease.

P. Program Evaluation

1. Program Administrator Responsibilities
 - a. The program administrator will annually assess implementation of the Respiratory Protection Program. This assessment will include:
 - 1) Respirator Fit
 - 2) Appropriate APR selection based on hazard
 - 3) Proper Use
 - 4) Proper Maintenance
 - b. Periodic assessment of actual exposure by quantitative personal air monitoring will be conducted to verify respirator selection criteria.

Q. Decision Logic for Respirator Selection and Use:

1. Riot/Crowd Control Situations
 - a. These types of incidents often require the use of chemical irritants or chemical agents to gain compliance or deny access to an area. APR's or PAPR's will be readily available, with an appropriate canister/cartridge, for involved employees to use while performing

their specific functions, providing protection and purified air in a contaminated environment.

2. CBRN/Act of Terrorism

- a. This type of incident presents an unknown threat or hazard and the possibility that involved employees or responding employees might be subject to harmful, toxic, or deadly conditions. An APR or PAPR with an appropriate canister/cartridge, would provide excellent permeation resistance to the materials or agents.

R. Respirator Change-Out Schedules

1. Rule of Thumb

- a. Due to the employees utilizing respirators in the above type of scenarios and possibly unknown environments, it is impossible to predict limit standards for change-out of canisters or cartridges.
- b. When chemical irritants or agents (i.e. CS/CN gas, OC liquid/spray/fog) are utilized in the field, the specific amount of concentration can change from place to place, also being dependant on type of deployment, weather conditions and unknown circumstances.
- c. When toxic or harmful environments are experienced, such as CBRN incidents, they also present an unknown as to exposure concentrations, due to the same varying factors.
- d. As a general rule, employees are encouraged to always limit their exposure time in a hazardous or harmful environment and immediately discard any canister or cartridge after initial use.
- e. Additionally, should an employee using a respirator begin to smell, taste, or feel a break through inside of their respirator, or a foreign substance, they should immediately remove themselves from that environment and discard that cartridge/.canister.
- f. Cartridges or canisters will not be kept after their initial use. New cartridges/canisters will be made available to employees as needed.

Chapter	6
Section	6.20
Title	Facility, Maintenance and Equipment
Subject	Federal Safety Vest Rule
Effective Date	12/11/2008
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. POLICY

This policy sets forth circumstances that require the use of “High Visibility Safety Vests” while performing certain duties within the right-of-way of a Federal-aid highway.

II. PURPOSE

The purpose of this policy is to insure the safety of field personnel while performing certain traffic related activities within the right-of-way of a Federal-aid highway and to conform to guidelines established by Federal Rule 23 C.F.R. Part 634 – Worker Visibility (High-Visibility Vests).

III. APPLICATION

A. Issuance of High-Visibility Vests. All department personnel (who perform duties in the field) will be issued lime green “high-visibility safety vests.” Field personnel include:

1. All sworn members of the department
2. Police Service Technicians
3. Code Enforcement Officers
4. Business License Inspectors
5. Cadets
6. Volunteers in Police Service

7. Explorers

B. USE OF HIGH-VISIBILITY VESTS

1. All members of the department listed in III-A, shall wear a department issued "high-visibility safety vest" while performing certain duties within the right-of-way of a Federal-aid highway.
2. These duties include:
 - a. Directing traffic
 - b. Enforcement checkpoints
 - c. Investigating traffic collisions
 - d. Handling lane closures and obstructed roadways
 - e. Assisting during a disaster
3. Personnel are exempt from donning their high visibility vests during traffic stops, pedestrian checks and similar type "sudden encounter" activities.

Chapter	6
Section	6.21
Title	Facility, Maintenance and Equipment
Subject	Body Armor
Effective Date	01/01/2008
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. POLICY

This policy sets forth which department personnel are provided body armor and under what circumstances the use of such body armor is mandatory.

II. PURPOSE

The purpose of this policy is to insure that body armor is provided to those employees who are likely to be confronted by violent encounters and to maximize the safety of those employees by requiring the mandatory use of supplied body armor.

III. APPLICATION

- A. Issuance of body armor: Department approved body armor shall be issued to all of the following department personnel:
 - 1. All sworn members of the department.
 - 2. Police Service Technicians
 - 3. Code Enforcement Officers
 - 4. Business License Inspectors

- B. Personnel desiring to purchase their own body armor, at their own expense, may do so if they can provide documentation supporting the body armor they are purchasing offers equal or greater protection, and if the body armor of their

choice is approved by their Division Commander. Body armor must be replaced prior to the manufacturer's expiration date.

C. USE OF BODY ARMOR

1. All sworn members of the Department including Reserve Police Officers, Police Services Technicians, Code Enforcement Officers and Business License Inspectors are required to wear department-issued or department-approved body armor when on duty and in the enforcement uniform.
2. Field Training Officers shall wear body armor when conducting patrol duties in plain clothes during the shadow phase of field training.
3. Body armor will be worn during firearms training or qualifications. No exemptions apply.
4. Body armor will be worn when serving search and arrest warrants [including narcotics officers unless exempt under subsection (C)(3) listed below].
5. Body armor will be worn when assigned by the employee's supervisor to wear it.
6. Detectives will wear body armor under the following conditions:
 - a. While in uniform and performing an operational function as stated above for field officers.
 - b. When performing a function that would reasonably place them in a position of risk such as arrest warrants, search warrants, etc.
 - c. During firearms practice and qualifications.
 - d. Under circumstances in which wearing body armor is not required, Detectives shall still have their body armor readily accessible to them when leaving the building.

D. EXEMPTIONS – Employees are exempt from this policy under the following conditions:

1. Officers assigned to an office performing administrative duties. However, body armor shall be worn when leaving the building, if in uniform.
2. When a licensed physician provides documentation that the employee should not wear body armor due to a medical condition. Such documentation does not need to provide specific details of the condition. The documentation shall indicate whether or not the exemption is for a temporary period. It shall be the employee's responsibility to notify his/her supervisor when such medical condition no longer exists. At the

discretion of the Division Commander, current documentation of a medical condition may be requested on an annual basis.

3. In situations that would compromise the employee's identity or detection (requires supervisor's approval on a case by case review).
4. Employees assigned in a light-duty capacity.
5. When in uniform but attending a non-enforcement related special function such as funerals, peace officers memorials, etc.

Chapter	6
Section	6.23
Title	Facility, Maintenance and Equipment
Subject	Stop Sticks
Effective Date	10/29/1998
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. POLICY

In an effort to terminate motor vehicle pursuits, thereby reducing risk of injury or death resulting from such pursuits, the Department maintains a number of "Stop Sticks" in the trunk of some patrol units. These Stop Sticks may be used during those instances when such use is deemed appropriate and necessary.

II. PURPOSE

To provide a means by which a pursuit might be limited in duration and to prevent injury to others.

III. PROCEDURES

- A. Stop Sticks may be deployed in accordance with their recommended use, after consideration has been given to the following issues:
1. The operator of the vehicle being pursued has demonstrated they intend to continue;
 2. Stop Sticks will not be used when the pursuit involves motorcycle, three-wheeled vehicle, or an all-terrain vehicle;
 3. All officers involved in the pursuit have been made aware of the intended deployment and when and where it will occur;
 4. The deploying officer is trained in the concepts involved in deploying Stop Sticks.

5. The vehicle being pursued presents a danger to life and property, the protection of which is best served by the immediate cessation of the pursuit;
6. A location is available for the deployment of Stop Sticks, that offers the pursued vehicle a safe distance within which to stop. A mountain road or one that is curved might, for example, be less than desirable; and
7. Consideration should always be given to the violation for which the vehicle is being pursued. For minor violations an officer might choose to discontinue a pursuit by removing himself from it, rather than deploying Stop Sticks. Though this device is not considered nor intended as being lethal, great care must be exercised in contemplating its use as well as with its actual deployment.

IV. REPORTING PROCEDURES

Successful deployment of a Stop Stick may render a portion of the product unsuitable for future use. Such unsuitability will be reported by the Watch Commander to the Facilities Superintendent so that a replacement may be ordered. A Stop Stick pursuit form should be completed by the deploying Officer.

Chapter	6
Section	6.25
Title	Facility, Maintenance and Equipment
Subject	Segways
Effective Date	12/11/2008
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. Policy

The Segway Personal Transporter (PT) is a self balancing transportation device intended for use at authorized events and locations.

II. Purpose

The Segway PT's primary purpose is to provide low speed transportation when patrolling large areas such as the Colonies Parkway shopping center. Additionally, it will be authorized for use at functions such as Upland's Downtown Farmer's Market, parades, festivals and sporting events.

III. Procedure

- A. In order for a member of this department to use a Segway PT at an authorized event or detail, the employee shall successfully complete the following department training.
 1. View an approximate 15 minute DVD that explains how to safely operate and maintain the Segway PT, as well as the risks associated with its use.
 2. Review the Segway PT "Reference Manual."
 3. Under the supervision of a department trainer, demonstrate proficiency in riding the Segway PT under normal operating conditions.
- B. Additionally, any department member riding a Segway PT shall wear a department provided (or similar) bicycle helmet.

Chapter	6
Section	6.26
Title	Facility, Maintenance and Equipment
Subject	Use of Photocopier
Effective Date	03/01/1988
Revision Date	12/11/2019
Revised By	Captain Marcelo A. Blanco
Authorized By	Chief Darren L. Goodman

I. POLICY

It is the policy of this Department that photocopiers be used only for official Department purposes, and then, only by authorized personnel.

II. PURPOSE

The following policy regarding use of photocopying machines will be implemented in order to alleviate continual problems with their maintenance.

III. PROCEDURE

- A. Photocopier located in Service Division.
 - 1. All copying will be done by Records Bureau and Administrative personnel.
- B. Photocopier located in Patrol Division.
 - 1. Authorized personnel for the use of the photocopier are the Division Commander, Watch Commander, dispatcher, cadets, and officers. Other personnel may use the photocopier only with prior approval of the Watch Commander.
- C. Photocopier located on second floor.
 - 1. All personnel assigned to the Investigation Division, Administration and Crime Prevention are authorized.
- D. In the event any of the above photocopiers are disabled, authorized personnel from that division are authorized to use any of the remaining photocopiers.

Chapter	6
Section	6.27
Title	Facility, Maintenance and Equipment
Subject	Safety Equipment – Communicable Diseases
Effective Date	03/01/1988
Revision Date	12/18/2019
Revised By	Captain Marcelo A. Blanco
Authorized By	Chief Darren L. Goodman

I. POLICY

All officers exposed to persons suspected of having contagious diseases shall take all precautionary steps available to avoid possible infection.

II. PURPOSE

- A. In order to afford maximum protection to personnel having contact with infected individuals, and yet provide for possible lifesaving procedures, each patrol officer will be provided with the following items:
 1. 1 each CPR Res-Cue Adult/Child & Infant, Soft Case mask with carrying pouch
 2. Each patrol car will contain, DraMedic Mask High filtration capacity and rubber gloves.
 3. Safety Glasses meeting or exceeding ANSI Z87.1 standards
- B. To minimize the risk of infection to personnel, proper procedures must be followed for the use and disposal of possible contaminated equipment.

III. PROCEDURE

- A. Use of Equipment
 1. The rescue mask shall be used whenever possible whenever administering CPR to any individual.
 2. Rubber gloves are to be used by the officer in the handling of any person suspected of intravenous drug use. In addition, any person with wounds, bleeding, or a skin rash should not be handled, if possible, without the use of rubber gloves.

3. The dust mask is to be used to cover the officer's mouth and nose if she/he feels a need to be protected from exposure to another's body fluids (i.e., blood).

B. Disposal of Equipment

1. Immediately after use, the equipment shall be disposed at San Antonio Regional Hospital.

C. Equipment Replacement

1. A Request will be sent to the training coordinator and they will provide replacement equipment for the unit-

Chapter	6
Section	6.28
Title	Facility, Maintenance and Equipment
Subject	Automated License Plate Readers (ALPRs)
Effective Date	12/18/2013
Revision Date	
Revised By	Lieutenant Alan Ansara
Authorized By	Chief Jeff Mendenhall

I. POLICY

In an effort to recover stolen vehicles and generate investigative leads the Department maintains several vehicle mounted and fixed location Automated License Plate Readers (ALPRs).

II. PURPOSE

ALPR technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Upland Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, electronic surveillance, suspect interdiction and stolen property recovery.

III. PROCEDURES

A. Administration of ALPR Data

All installation and maintenance of ALPR equipment, as well as data retention and access shall be managed by Information Technology Services. The Dispatch Supervisor will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data.

B. ALPR Operation

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use the equipment or database records for any unauthorized purpose.

- a. An ALPR shall only be used for official and legitimate law enforcement business.
- b. An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- c. While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- d. No member of this department shall operate ALPR equipment or access ALPR data without first completing department approved training.
- e. No ALPR operator may access California Law Enforcement Telecommunications System (CLETS) data unless authorized to do so.
- f. If practicable, the officer shall verify an ALPR response through CLETS before taking enforcement action that is based solely on an ALPR alert.

C. ALPR Data Collection And Retention

All data and images gathered by an ALPR are for the official use of the Upland Police Department and because such data may contain confidential CLETS information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

Information Technology Services is responsible to ensure proper collection and retention of ALPR data, for transferring ALPR data stored in department vehicles to the department server on a regular basis, not to exceed 30 days between transfers.

All ALPR data downloaded to the server should be stored for a minimum of one year (Government Code 34090.6), and thereafter may be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

D. Accountability And Safeguards

All saved data will be closely safeguarded and protected by both procedural and technological means. The Upland Police Department will observe the following safeguards regarding access to and use of stored data.

- a. All non-law enforcement requests for access to stored ALPR data shall be referred to the office of the Chief of Police to be forwarded to the City Clerk's office as a public records request and processed in accordance with applicable law.
- b. All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- c. Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department related civil or administrative action.
- d. Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes
- e. ALPR system audits should be conducted on a regular basis.

Chapter	6
Section	6.31
Title	Facility, Maintenance and Equipment
Subject	Body Worn Video Systems
Effective Date	12/01/2014
Revision Date	12/10/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY AND PURPOSE

- A. To provide policy and procedures for use of the portable video recording system(BWV) including both audio and video recording of field activity in the course of official police duties.
- B. The use of the portable video recording system provides documentary evidence for criminal investigations, internal or administrative investigations, and civil litigation. Officers shall utilize this device in accordance with the provisions in this Policy and Procedure to maximize the effectiveness of the audio/video documentation to achieve operational objectives and to ensure evidence integrity.

II. PROCEDURE

- A. Unauthorized use, duplication, and/or distribution of BWV files are prohibited. Personnel shall not make copies of any BWV file for their personal use and are prohibited from using a recording device such as a phone camera or secondary video camera to record BWV files.
- B. All recorded media, images and audio from the BWV are property of the Upland Police Department and shall not be copied, released, or disseminated in any form or manner outside the parameters of this policy without the express written consent of the Chief of Police.
- C. The BWV shall not be used to record non work related activity and shall not be activated in places where a reasonable expectation of privacy exists, such as locker rooms, dressing rooms or restrooms.
- D. Officers may wear BWV in a courthouse, courtroom or court facility only while conducting official business on behalf of the law enforcement agency and shall not activate the body camera's record function unless engaged in an active law enforcement effort in the particular courthouse, courtroom or court facility.

- E. Officers should be aware of certain circumstances when operating the BWV may not be appropriate such as:
1. In a hospital emergency room where privacy of patients, including patients not part of the officer's call, should be considered.
 2. Anytime a person's private health information is being discussed.
 3. Ambulance responses to accidents and illnesses when victims are not involved in any criminal activity.
 4. When the use of the BWV causes emotional distress to a victim of a crime, such as a rape victim.
 5. Officers should be aware of other privacy issues relating to a person's place of residence and/or other areas where there could be an expectation of privacy.
 6. Upon initial contact with private persons at a private residence, officers should make a reasonable attempt to notify them that the BWV is present before entering the residence unless the officer enters the residence because of a warrant or exigent circumstances.
 - a. If a private person objects to the use of the BWV inside a residence, the officer may turn off the device in accordance with this policy. However, officers are not required to turn the BWV off simply because the owner of the residence demands it.
- F. Personnel will use only the BWV system issued and approved by the Department for official police duties. The wearing of any other personal video recorder for the same purpose is not authorized without permission of the Chief of Police.
- G. Personnel shall not remove, dismantle or tamper with any hardware and/or software component or part of the BWV.
- H. There are many situations where the use of the BWV is appropriate. This policy is not intended to describe every possible circumstance. In addition to the required conditions, officers may activate the system any time they feel its use would be appropriate and/or valuable to document an incident. Unless it is unsafe or impractical to do so, or mechanical issues that impede the use of the device are present, officers shall make every attempt to activate their BWV cameras prior to making contact in any of the following incidents:

1. Enforcement encounters where there is a reasonable suspicion the person is involved in criminal activity. This includes, but is not limited to dispatched calls as well as self-initiated activities.
2. Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require taping.
 - a. Officers may activate the BWV before or during any other incident at their discretion.
 - b. An officer shall have the latitude to terminate the recording when there is no likelihood of force being used or anything else of evidentiary value occurring or where there is no open antagonism being displayed toward officers. It shall be deemed a violation of this policy for an officer to fail to activate the device or intentionally terminate a recording in order to commit a violation of law or department policy.
 - c. Officers shall not use the BWV recording functions to record any personal conversation of or between another department member or employee without the recorded member's/employee's knowledge or permission.
 - d. Officers are not required to obtain consent from a private person when:
 1. In a public place.
 2. In a location where there is no reasonable expectation of privacy (e.g., inside a building or dwelling where the officer is lawfully present and engaged in the performance of official duties).
 - a. Officers are encouraged to advise private persons they are recording if the advisement may gain compliance, assist in the investigation, and does not interfere with the investigation or officer safety.

III. RESPONSIBILITIES

A. System Administrator

The System Administrator(s) are designated by the Chief of Police and have oversight responsibilities to include, but not limited to, the following:

1. Operation and user administration of the system.
2. System evaluation.
3. Training.
4. Policy and procedure review and evaluation.
5. Coordination with IT regarding system related issues.
6. Ensure BWV files of evidentiary value are secure and retained per this policy.
7. Ensure BWV files are reviewed and released in accordance with federal, state, local statutes and City of Upland / Upland Police Department retention policy.

B. Supervisory

1. Supervisors will ensure officers utilize the BWV according to policy guidelines.
2. Supervisors are to review recordings only as directed by the Chief of Police and/or his designee.
3. Supervisors shall ensure videos related to critical incidents are uploaded to Evidence.com.
4. Supervisors may have the ability to immediately resolve citizen complaints by reviewing video captured by the BWV.
5. It shall be deemed a violation of this policy for a supervisor to review recordings for the sole purpose of searching for violations of department policy or law not related to a specific complaint or incident.

C. Personnel utilizing the BWV shall be responsible for the following:

1. Ensuring the battery on the controller and in the DVR is fully charged daily and operating properly.
2. Immediately reporting unresolved equipment malfunctions and/or problems to their supervisor.
3. Monitoring system effectiveness and making recommendations for operational improvement and policy revision.

a. Documenting the use of the BWV on one of the following:

1. On the police report/computer entry.
2. As a notation on a citation.

Note: Officers shall not substitute "refer to video" for a detailed and thorough report. Officers should avoid using exact quotes, but should represent statements in their reports as a summary of what is contained in the statement/video, such as, "In summary the victim related".

b. Once video of evidentiary value is captured officers shall identify BWV files by:

1. When assigned, noting the UPD case number in the Case ID Field.
2. Entering a title. The title should include sufficient information to identify the file, such as crime code, suspect name, location, event, etc.
3. Selecting the appropriate category(s).
4. The information may be entered via hand held device, MDC, or UPD computer work station via the evidence.com website.

IV. OPERATION

- A. Officers shall test BWV equipment prior to going into service and ensure the unit is properly charged.
- B. Officers shall position the camera on their uniform to facilitate optimum recording field of view.
- C. Officers shall dock their issued camera for automated upload of BWV data files daily at the end of their shift at the docking station to ensure storage capacity is not exceeded and/or to view uploaded audio/video.
- D. Officers operating Department Motorcycles may dock their camera at the end of their shift and then take their assigned motorcycle home. It will be the responsibility of the officer to pick up their camera as soon as practical at the beginning of their next shift. It is recognized traffic officers may make enforcement stops to and from work which may result in those stops not being recorded.

V. REVIEW OF FILES

- A. Although the data captured by the BWV is not considered Criminal Offender Record Information (CORI), it shall be treated in the same manner as CORI data. All access to the system is logged and subject to audit at any time. Access to the data from the system is permitted on a right to know, need to know basis. Employees authorized under this policy may review video according to the provisions of this policy.
- B. Once uploaded to Evidence.com, personnel may view their own audio/video data. Evidence.com automatically time/date stamps and records each access by officer name.
- C. An employee may review BWV files as it relates to:
 - 1. Their involvement in an incident for the purposes of completing a criminal investigation and preparing official reports.
 - 2. Prior to courtroom testimony or for courtroom presentation.
 - 3. Providing a statement pursuant to an administrative inquiry, including officer involved shooting investigations.
 - 4. Critical Incidents: Officers are encouraged to consult legal representation and may review their video prior to providing a statement pursuant to an administrative inquiry.
 - a. When safe and practical, an on scene supervisor may retrieve the Taser Axon Flex camera from the involved officer(s) at the scene. The supervisor will be responsible for assuring the camera is docked and uploaded into Evidence.com.
 - b. Following a time sensitive critical incident, a video may only be viewed prior to being uploaded in Evidence.com:
 - 1. When exigent circumstances occur, such as an officer being injured and to obtain identifying suspect information or other pertinent information.
 - 2. To allow investigators, such as Professional Standards personnel, to view the video in order to assist in an investigation.
 - 5. For potential training purposes.
- D. For official use, Evidence.com shall only be accessed from Department authorized computers, Department workstations or MDC's.

1. Exception: Administrative users of Evidence.com may access Evidence.com from a computer or device outside of the Department for the purpose of completing administrative tasks, such as locking or unlocking users, etc.

VI. BWV FILES REQUEST

A. Departmental Requests

1. Any request shall be completed by the system administrator with the approval of the Chief of Police.

B. Non-Department Requests

1. All other requests for a BWV file shall be accepted and processed in accordance with federal, state, and local statutes and Departmental policy (Public Records Act, etc.).
2. Media inquiries and/or requests shall be received and processed through the Department's Public Information Officer and City Attorney.

C. Request for Deletion of Accidental Recording

1. In the event of an accidental activation of the BWV where the resulting recording is of no investigative or evidentiary value, the recording employee may request that the BWV file be deleted by submitting an email request with sufficient information to locate the BWV file to the Operation Division Commander or designee who shall review the file, approve or deny the request, and forward to the System Administrator for action.

D. Copying Procedures

1. A copy of the BWV file may be made by the involved officer or assigned detective in accordance with the provisions of this policy for evidence, DA request etc.
2. If the video is in fact evidence to a case, the officer shall make a copy of the video, and book the copy into evidence.
3. Other than as provided in this Policy, no member of this Department shall download any video from Evidence.com onto any computer, device, drive, CD, DVD or any other format without the express consent of the Chief of Police.

E. Investigators Conducting Criminal or Internal Investigations Shall:

1. Advise the System Administrator to restrict access/public disclosure of the BWV file in criminal or internal investigations, when necessary.
 2. Review the file to determine whether the BWV file is of evidentiary value and process in accordance with established procedures.
- F. A BWV file may be utilized as a training tool for individuals, specific units, and the Department as a whole. A recommendation to utilize a BWV file for such purpose may come from any source.
1. A person recommending utilization of a BWV file for training purposes shall submit the recommendation through the chain of command to the Chief of Police or his designee.
 2. If an involved officer or employee objects to the showing of a recording, his/her objection will be submitted to the Chief of Police or his designee to determine if the employee's objection outweighs the training value.
 3. After a meeting with the affected employee and his/or chosen UPOA representative, the Chief of Police or designee shall review the recommendation and determine how best to utilize the BWV file considering the identity of the person(s) involved, sensitivity of the incident, and the benefit of utilizing the file versus other means (e.g. Policy and Procedures, Training Bulletin, Officer Safety Bulletin, briefing or other training).

VII. CATEGORY AND RETENTION

- A. Employees utilizing the BWV shall identify each video by category.
- B. Categories and Retention Periods
 - a. The Categories and Retention periods will occasionally change based on the current law and the needs of the department.

VIII. REPAIR PROCEDURE

- A. Personnel shall immediately create a Help Desk Ticket for any recognized problems with the BWV.
- B. The System Administrator or designee will report unresolved deficiencies to Axon Enterprise, Inc. via web based support at: <https://returns.axon.com/Support.aspx?c=1>

by completing the required information to open an RMA ticket for the affected device(s). Follow instructions provided by Axon during RMA submission process for return shipping information.