

Chapter	9
Section	9.01
Title	Patrol and Investigative Procedures – Emergency/High-Risk
Subject	Code Three Responses
Effective Date	3/1/1988
Revision Date	11/15/2016
Revised By	Captain Anthony Yoakum
Authorized By	Chief Brian P. Johnson

I. PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to emergency and non-emergency field situations whether dispatched or self-initiated.

II. RESPONSE TO CALLS

Officers directed to respond "Code-3" shall consider the call an emergency response and proceed immediately. Officers responding Code-3 shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light, and shall sound the siren as reasonably necessary pursuant to Vehicle Code § 21055.

Responding with emergency light(s) and siren does not relieve the officer of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Officers should only respond Code-3 when so directed or when circumstances reasonably indicate an emergency response is required. Officers not authorized to respond Code-3 shall observe all traffic laws and proceed without the use of emergency lights and siren.

III. REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of officers, assistance is needed to prevent imminent serious harm to a citizen, serious traffic accidents, assisting fire department personnel, or other serious hazards to the public. In any event, where a situation has stabilized and emergency response is not required, the requesting officer shall immediately notify Dispatch and further Code 3 operation by responding units shall cease.

If circumstances permit, the requesting officer should give the following information:

- The unit number
- The location
- The reason for the request and type of emergency
- The number of units required

IV. NUMBER OF UNITS ASSIGNED

Normally, only one unit should respond to an emergency call Code-3 unless the primary unit requests additional units. The Watch Commander or Field Supervisor can also authorize additional unit(s) Code-3.

V. INITIATING CODE 3 RESPONSE

If an officer believes a Code-3 response to any call is appropriate, the officer shall immediately notify Dispatch. Generally, only one unit should respond Code-3 to any situation. Should another officer believe a Code-3 response is appropriate, Dispatch shall be notified and the Watch Commander or Field Supervisor will make a determination as to whether one or more officers driving Code-3 is appropriate.

VI. RESPONSIBILITIES OF RESPONDING OFFICERS

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Officers shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle. The decision to continue a Code-3 response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify Dispatch. An officer shall also discontinue the Code-3 response when directed by a supervisor. Upon receiving authorization or determining a Code-3 response is appropriate, an officer shall immediately give the location from which he/she is responding.

When operating a police emergency vehicle under Code-3 conditions, the driver must be aware of the responsibility imposed by C.V.C Section 21056, which states, "Section 21055 does not relieve the driver of the vehicle from the duty to drive with due regard for the safety of all persons using the highway, nor protect him from the consequences of an arbitrary exercise of the privileges granted in that section."

VII. COMMUNICATIONS RESPONSIBILITIES

A dispatcher shall assign a Code-3 response when an officer requests emergency assistance or available information reasonably indicates that the public is threatened with serious injury or death and immediate police response is needed.

The dispatcher shall:

- (a) Attempt to assign the closest available unit to the location requiring assistance
- (b) Immediately notify the Watch Commander or Field Supervisor
- (c) Confirm the location from which the unit is responding

- (d) Notify and coordinate allied emergency services (e.g., fire and ambulance)
- (e) Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated
- (f) Control all radio communications during the emergency and coordinate assistance under the direction of the Watch Commander or Field Supervisor

VIII. SUPERVISORY RESPONSIBILITIES

Upon being notified that a Code-3 response has been initiated, the Watch Commander or Field Supervisor shall verify the following:

- a) The proper response has been initiated and continue to monitor the Code-3 response for appropriateness.
- b) No more than those units reasonably necessary under the circumstances are involved in the response
- c) If more than one unit is responding Code 3, each unit so responding shall continually give its location and route of travel so as to minimize the chance for collisions between units.
- d) Affected outside jurisdictions are being notified as practical
- e) The Field Supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary.
- f) If, in the supervisor's judgment, the circumstances require additional units to be assigned a Code-3 response, the supervisor may do so.
- g) It is the supervisor's responsibility to terminate a Code-3 response that, in his/her judgment is inappropriate due to the circumstances.
- h) When making the decision to authorize a Code-3 response, the Watch Commander or Field Supervisor should consider the following:
 - The type of call
 - The necessity of a timely response
 - Traffic and roadway conditions
 - The location of the responding units

IX. FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the Code-3 response and respond accordingly. In all cases, the officer shall notify the Watch Commander, Field Supervisor, or Dispatch of the equipment failure so that another unit may be assigned to the emergency response.

Chapter	9
Section	9.02
Title	Patrol and Investigative Procedures – Emergency/High-Risk
Subject	Vehicular Pursuits/Pursuit Policy
Effective Date	05/27/2016
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Revised By	Officer M. Beauchamp
Authorized By	Chief Brian P. Johnson

I. POLICY

Such incidents often involve many jurisdictions and it is with this in mind that the Chief Executives of each law enforcement agency within the County of San Bernardino have reviewed and agreed to the policies and procedures that follow.

II. PURPOSE

The primary purpose of this pursuit policy is to set forth guidelines which address the importance of protecting the public and balancing the known or reasonably suspected offense, and the apparent need for immediate capture against the risks to peace officers, innocent motorists, and others to protect the public. The immediate arrest of a suspect must be balanced against the safety of the public and officers during the effort to capture the offender. These guidelines set forth the reasons a pursuit is authorized, and identify factors that should be considered in deciding to pursue, continuing to pursue or to stop pursuing law violators.

III. PURSUIT DEFINED

Pursuit is an event involving one or more law enforcement officers attempting to apprehend a suspected or actual violator of the law in a motor vehicle while the driver is using evasive tactics, such as high speed driving, driving off a highway, turning suddenly, or driving in a legal manner but failing to yield to the officer's signal to stop.

IV. DRIVER RESPONSIBILITY

- A. Section 21055 of the California Vehicle Code specifies that in emergency situations, the driver of an authorized emergency vehicle is exempt from the "Rules of the Road": provided that a steady burning red lamp is activated and visible from the front of the vehicle and the siren of the vehicle is activated as reasonably necessary to warn other drivers. Section 21056 of the California Vehicle Code, however, specifies that this exemption does not relieve the driver from the duty to drive with due regard for the safety of all persons using the highway; nor does it protect him from the consequences and arbitrary exercise of the privileges granted in that Section (21055). Pursuits should only be conducted with emergency lights and siren.

V. INITIATING A PURSUIT / WHEN TO PURSUE

Officers intending to stop a vehicle should be proximal to the violator's vehicle before activating the red lights to attempt the stop.

A pursuit may be initiated when, in the officer's judgment, an individual clearly exhibits the intention of avoiding arrest by using a vehicle to flee or not yield, and the officer has considered the following public safety factors:

1. The seriousness of the known violation and its relationship to community safety;
2. The nature of the fleeing suspect(s) (i.e. whether he/she or they represent(s) a serious threat to public safety);
3. The safety of the public in the area of the pursuit, including the time of day, amount of vehicular and pedestrian traffic in the area and the speed of the pursuit;
4. The safety of the pursuing officer(s), including familiarity with the area of the pursuit, the quality of radio communications between pursuing units and dispatcher/supervisor, and the performance capabilities of the officer(s) under the conditions of the pursuit;
5. The weather and road conditions in the area of pursuit;
6. The performance capabilities of the vehicle(s) used in the pursuit in relation to the speeds and other conditions of the pursuit;
7. All Vehicle Code requirements for pursuits/Code 3 driving;
8. Whether there is a non-peace officer in the officer's vehicle;
9. The age, if known, of the potential offender or persons in the pursued vehicle;
10. Alternative methods of identification and arrest; the identity of the suspect is known and can be located at a later time with minimal risk to the public;
11. Location of the pursuit (e.g. school zones, playground, residential, downtown);

12. If the reasons for the pursuit outweigh the hazards;
13. The availability of additional resources such as air support;
14. Other persons in or on the pursued vehicle:

- B. Pursuits shall not be initiated when:
1. Carrying a prisoner or detained person;
 2. On an emergency call which should take precedence;
 3. Carrying certain passengers, such as:
 - a. Citizen assist
 - b. Explorers
 - c. Citizen ride-along.

VI. FACTORS TO CONSIDER IN DECIDING WHETHER TO TERMINATE A PURSUIT

- A. Supervisors and officers should continuously balance the need for apprehension versus the risk created by the pursuit.
- B. The following factors shall be considered in deciding whether to terminate a pursuit:
1. The weather or traffic conditions substantially increase the danger of pursuit beyond the worth of apprehending the suspect;
 2. The distance between the pursuit and fleeing vehicles is so great that further pursuit would be futile or require the pursuit to continue for an extended time and/or distance;
 3. The danger posed by continued pursuit to the public, the officers or the suspect(s) is greater than the value of apprehending the suspect(s);
 4. In the officer's opinion, the actions of allied agencies are beyond control, and these actions seriously increase the potential hazard of the pursuit. In such cases, the allied agencies shall be notified of the discontinuance of the departmental participation in the pursuit;
 5. Officer's vehicle sustains damage causing it to be unsafe to continue;
 6. High speeds are unsafe for the area, or beyond the driving ability of the officer;
 7. In evaluating whether to terminate a pursuit, the factors considered in whether to initiate a pursuit should be evaluated, on a continuous basis, as well.
- C. Termination shall mean to stop chasing the fleeing vehicle.
- D. Pursuits shall be terminated upon the order of a supervisor.

VII. RESTRICTIONS ON UNITS / VEHICLES INVOLVED IN A PURSUIT

- A. The number of police units involved shall be limited to two and a supervisor and there shall be no caravan of pursuing vehicles. Involved units shall consist of:
 - 1. The primary unit, or initiating unit;
 - 2. The secondary unit or designated back-up unit.
 - 3. Exception: The Watch Commander or Supervisor shall determine if circumstances dictate the necessity of other units joining the pursuit; such as a K-9 Unit.

- B. Private Vehicles or Unmarked Police Units:
 - 1. Off-duty personnel in private vehicles shall not engage in pursuits.
 - 2. Unmarked police units not equipped with a red light and siren shall not engage in pursuits of traffic violator vehicles (e.g. excessive speed, passing to the left, violation of stop signs, etc.);
 - 3. Unmarked police units equipped with a red light and siren shall generally not initiate or participate in pursuits.
 - 4. Exception: If the violator presents such a hazard to the community that the hazard outweighs the risks of involving an unmarked unit, then such use may be authorized, but should continue only until relieved by a marked unit. The seriousness of a known crime that has occurred may dictate a different course of action than that outlined above. A serious and/or violent crime may be cause for some deviation.

- C. Motor units are not prohibited from initiating or participating in pursuits, however:
 - 1. Motor units shall yield the pursuit to a marked 4-wheeled unit as soon as possible and practical.

VIII. DUTIES AND RESPONSIBILITIES OF UNITS DURING A PURSUIT

- A. The role of the primary unit shall include the responsibility for continually assessing the role of units involved in the pursuit due to the rapidly changing nature of the event. They must balance the apprehension of the suspect against the danger to themselves and others and take the appropriate action.
- B. The Primary Unit:
 1. Initiates the pursuit based upon the actions of the offender;
 2. Immediately notifies Dispatch that a pursuit is underway;
 3. Advises the known law violation and reason for pursuit;
 4. Advises the description of the vehicle pursued and license number if known;
 5. Calls the pursuit location and direction of travel on a continuing basis until a secondary unit arrives;
 6. Provides the number, description and identity of occupants of the pursued vehicle, if known;
 7. Advises the speed of the fleeing vehicle on a continuing basis;
 8. Advises any information on the use of firearms, threat of force, or other unusual threats or hazards;
 9. Reports any hazards encountered throughout the pursuit (i.e. road conditions, congested traffic, weather, shots fired, etc.);
 10. Advises of any objects or persons leaving the offender's vehicle (i.e. item, location) and direction to other unit(s) to locate the object or persons;
 11. Always considers the following factors during all stages of the pursuit:
 - a. The seriousness of the offense or suspected offense;
 - b. The time of day;
 - c. Traffic and weather conditions;
 - d. Speeds of the pursuit;
 12. Speed is a critical element in both the conduct of pursuits and the concerns for safety that arise from pursuits. Reasonableness is recognized as a general standard for guiding officers' discretion concerning appropriate speeds during a pursuit.
 - a. The factors to be considered by the officers and supervisor to determine "reasonable" speeds, in view of the specific circumstances and environment of each pursuit, include:
 - 1) Public safety;
 - 2) Officer safety;
 - 3) Need for immediate capture versus risk to public, officers and offenders of the pursuit;
 - 4) Seriousness of known offense;
 - 5) Duration of the pursuit;
 - 6) Pedestrian and vehicular traffic patterns and volume;
 - 7) Location (e.g. business district, residential area, rural area, park, school);

- 8) Officer's and supervisor's familiarity with the area of the pursuit;
 - 9) Weather conditions and visibility;
 - 10) Time of day;
 - 11) Type of vehicles (officer and offender);
 - 12) Capabilities and limitations of law enforcement vehicle(s);
 - 13) Road type and condition (e.g. speed bumps, potholes, construction/street repairs, traffic accident, etc.);
 - 14) Availability of air support;
 - 15) Officer's experience and training;
 - 16) Distance between officer's and offender's location;
 - 17) Alternative methods of identification and arrest;
 - 18) If the reasons for the pursuit outweigh the hazards
13. The primary pursuing officer discontinues the pursuit:
- a. At his discretion; or
 - b. If so ordered by:
 - 1) The Watch Commander or Supervisor
 - 2) A command officer
 - 3) A dispatcher, acting at the direction of a Watch Commander, Supervisor or Command Officer;
 - 4) San Bernardino County Sheriff's Department Valley Control Center, if they have taken over responsibility of the pursuit

IX. THE SECONDARY UNIT

- A. Usually refers to a unit (same agency or an outside agency) providing support to the primary unit during and immediately following a pursuit;
- B. Immediately notifies the dispatcher that there are two units in the pursuit;
- C. Assumes calling of the pursuit unless the situation dictates otherwise. A logical exception would exist when the secondary officer is unfamiliar with the area or an air unit has already taken that role;
- D. May assume responsibility as the primary unit upon direction of a supervisor or if the primary unit is unable to continue;
- E. Maintain a safe distance between themselves and the primary unit;
- F. The secondary unit discontinues the pursuit:
 1. At his discretion; or
 2. If so ordered by:

- a. The Watch Commander or Supervisor
- b. A command officer
- c. A dispatcher, acting at the direction of a Watch Commander, Supervisor or Command Officer;
- d. San Bernardino County Sheriff's Department, Valley Control Center if they have taken over responsibility of the pursuit

X. ADDITIONAL PURSUIT UNIT

- A. A supervisor may, at his/her discretion, authorize an additional unit(s) to become involved in the pursuit. When making this determination, the supervisor should consider the following *factors*:
1. Nature of the crime.
 2. Are the occupants of the pursued vehicle armed?
 3. Any known prior hostility or aggression towards police by the pursued.
 4. Are there multiple offenders?
 5. Are there multiple vehicles being pursued?
 6. Is the additional unit(s) from an agency that has ascribed to the San Bernardino County Memorandum of Understanding for Inter-Agency Vehicle Pursuits?
 7. Additional pursuit units shall notify the Dispatch Center when joining the pursuit.

XI. PERIPHERAL PURSUIT VEHICLES

- A. Peripheral pursuit vehicles authorized to trail or parallel a pursuit should adhere to the following tactics and techniques:
 1. Obey all traffic laws without activating emergency equipment;
 2. Remain far enough away from the pursuit to demonstrate non-participation in the pursuit
 3. Remain alert to the progress of the pursuit;
 4. Remain uninvolved unless specifically requested to join the pursuit by a Watch Commander, Supervisor, or Command Officer;
 5. Respond to the termination point of the pursuit and assist in the capture of the offender only at the direction of the Watch Commander, Supervisor, or Command Officer, in a non-emergency manner

XII. SUPERVISOR

- A. The supervising officer shares, with the initiating officer, the responsibility for assessing the facts which are known to him/her and for applying those facts in making proper, well-founded decisions regarding the initiation and continuation of a pursuit.
- B. Assumes supervision, management, command and control of the pursuit, whether at the station or in the field;

- C. Is responsible for acquiring the initial information concerning the pursuit in order to determine if the pursuit is being conducted within the guidelines set forth in this policy. The information from which the supervisor may begin preliminary assessment of the pursuit should include the following:
1. The reason for the pursuit;
 2. Location;
 3. Direction of travel;
 4. Description of the fleeing vehicle(s);
 5. Description of the occupant(s);
 6. Speed of fleeing vehicle(s);
 7. If weapons are involved;
 8. Any other pertinent information necessary to ensure effective pursuit tactics including, but not limited to, the following unusual conditions:
 - a. Heavy rain;
 - b. Fog;
 - c. Congested traffic, vehicular/pedestrian;
 - d. Hit and run;
 - e. Construction zones;
 - f. Shots fired
 - g. School zone/children playing
 - h. Residential.
 9. If the above information is not immediately provided, or cannot be immediately acquired, the supervisor has authority to discontinue the pursuit.
- D. Shall be assured of the following:
1. No more than the required number of units are involved in the pursuit;
 2. The proper radio frequency is utilized;
 3. Affected allied agencies are notified;
 4. The reasons for the pursuit outweigh the hazards;
- E. Joins the pursuit at his discretion for the following reasons:
1. To anticipate potential traffic problems;
 2. To alert area units to necessary action;
 3. To request additional assistance as needed;
 4. To order out any units which are deemed unnecessary to the pursuit.

- F. May request available aerial assistance through mutual aid.
 - 1. Maximum use of any available law enforcement aircraft, if needed, should be made as quickly as possible.
 - 2. Aircraft can provide valuable assistance to the units and supervisor involved in the pursuit. They are able to:
 - a. Maintain visual contact with pursued vehicle(s);
 - b. Provide further identification of the pursued vehicle(s) and occupant(s);
 - c. Provide information to help officer/supervisor evaluate whether to continue or terminate the pursuit;
 - d. Report actions by the offender(s) or other persons in or on the pursued vehicle(s);
 - e. Illuminate pursued vehicle(s) during hours of darkness;
 - f. Assume broadcast responsibilities;
 - g. Identify and record all law enforcement vehicles involved in the pursuit;
 - h. Report pedestrian and vehicular traffic patterns and volume ahead of the pursuit;
 - i. Report potential hazards, road conditions and weather ahead of the pursuit;
 - j. Coordinate ground units to apprehend suspect at termination of pursuit;
 - k. Maintain air surveillance of suspect vehicle(s) after pursuit is discontinued and direct ground units to offender's ultimate location;
 - l. Direct non-law enforcement aircraft away from the emergency operation;
 - 1) Once the aerial unit indicates it has the fleeing vehicle(s) under observation, pursuing units may be ordered by a supervisor to discontinue Code 3 operation and to follow the route of the pursued vehicle(s) on the basis of information received from the aircraft.
- G. Constantly evaluates the necessity of continuing or discontinuing the pursuit. Options available when examining and considering the decision to continue or discontinue a pursuit include:
 - 1. Continue to pursue;
 - 2. Back off (drop back from the offender's vehicle);

3. Relinquish the "following" of the offender to the air unit;
 4. Use offensive tactics (including options of deadly force);
 5. Discontinue the pursuit;
- H. Always considers the previously listed factors during all stages of the pursuit.
- I. Has authority to terminate a pursuit by authorizing the use of forceful pursuit tactics as described in and in compliance with the provisions of this policy.
- J. May discontinue the pursuit:
1. At his discretion;
 2. If so ordered by:
 - a. A command officer;
 - b. San Bernardino County Sheriff's Department, Valley Control Center if they have taken over responsibility of the pursuit.
- K. Responds to the termination point of all pursuits when possible.
- L. After a vehicle pursuit has occurred, and at the time the supervisor is reviewing the associated police reports, the supervisor shall conduct a thorough review of the pursuit, including listening to radio traffic recordings, reviewing GPS data, and reviewing any other available resources. The purpose of this review is to confirm compliance with the Department's pursuit policy, confirm compliance with state laws, to identify any potential training issues, and to confirm the accuracy of associated police reports.

XIII. COMMUNICATIONS

- A. Radio Channels
1. At the onset of a vehicular pursuit, UPDBLU1 is the primary pursuit channel. All non-pursuit related radio traffic shall move to UPDBLU2.
 2. In the event the pursuit leaves the city and an allied agency is involved, dispatch shall patch and multi-select UPDBLU1 and the appropriate CHASE channel together.
 - a. Pursuits out of the City limits that head North, East, or South should be patched and multi-selected to 6-CHASE (7-CHASE if 6-CHASE is not available). If 6 or 7-CHASE do not work, try 8-CHASE. Prior to field units leaving the WECA service area they must change channels to the appropriate CHASE channel. Dispatch shall remain patched and multi-selected between the appropriate CHASE channel and UPDBLU1.

b. Pursuits out of the City limits to the West, into Los Angeles County, should be patched and multi-selected to 8-CHASE. Prior to units leaving the WECA service area they must change channels to 8-CHASE.

1) Prior to the field units leaving the 8-CHASE service area (over Kellogg Hill), dispatch shall contact Claremont police department dispatch and request that they activate the "Link" and patch 8-CHASE and ITAC-2 together. Once the link has been established, all field units in the pursuit must change channels to ITAC-2. UPD dispatchers shall remain patched between 8-CHASE and UPDBLU1.

c. Should additional mutual aid frequencies be required, San Bernardino County Sheriff's Department Valley Control Center or San Bernardino County 800 Project Coordinator may designate, at their discretion, an alternate pursuit frequency.

3. Dispatch is to maintain dispatch control of the pursuit while it is within or adjacent to city boundaries. As soon as practical dispatch shall notify the San Bernardino Sheriff's Department Valley Control Center of the pursuit when it appears likely the pursuit will leave the city. The Sheriff's Department will track the pursuit's progress and be prepared to assume dispatch responsibilities should they be requested to do so.
4. If dispatch responsibilities for the pursuit have been delegated to the Sheriff's Department, Valley Control Center will coordinate the pursuit until its termination.
5. Should the Sheriff's Department be unable to assume dispatch responsibilities of the pursuit, dispatch will maintain control of the pursuit until its conclusion.
6. Should a pursuit leave the Valley broadcast area and enter the High Desert, The Sheriff's Valley Control Center and Desert Control Center will coordinate the pursuit.
7. In the event of radio failure due to geographical considerations (i.e., pursued into adjoining counties), radios should be switched to CLEMARS direct. This will insure inter-agency operability and allow for car-to-car communications.

XIV. DISPATCHER'S DUTIES AND RESPONSIBILITIES

- A. The following procedures are the duties and responsibilities of the dispatcher(s) during a pursuit:
1. Initiating an emergency radio traffic situation and the selection of the correct frequency;
 2. Immediately informing the on-duty supervisor and appropriate personnel (i.e. Watch Commander, air unit, secondary unit, allied agencies);
 3. Check for offender and vehicle status from information provided by the primary unit;
 4. Record all information furnished by the officer(s) during the pursuit. The recorded information may be needed for the officer's report as well as in court in some cases;
 5. Broadcast pursuit updates as well as all pertinent information and transmissions furnished by the pursuing officer(s) (e.g. direction and travel of pursuit, shots fired, location hazards, etc.);
 6. If the pursuit leaves Upland, the dispatcher should relinquish broadcasting pursuit updates to the San Bernardino County Sheriff's Department Valley Control Center and advise the pursuing units to go to 6 CHASE channel if they have not already done so;
 7. Notify adjoining jurisdiction(s) of the pursuit, as appropriate;
 8. Monitor the radio and keep abreast of the units' locations and the status of the pursuit, in or out of the city;
 9. Handle only extreme emergency traffic while dispatching and/or monitoring the pursuit on;
 10. Coordinate the assignment of additional resources to the pursuit;
 11. Render assistance in any way possible and, at the conclusion of the pursuit, assign the necessary back-up units. The other units involved, if out of their areas, shall be directed to return to them and resume normal traffic;
 12. Relaying pertinent information from allied agencies.

XV. AIRCRAFT SUPPORT

- A. Air support will be requested whenever it is available. Upon joining the pursuit and establishing visual contact with the suspect vehicle the air support should coordinate the activities of resources on the ground, reporting on the progress of the pursuit and providing officers and supervisors with information to evaluate whether or not to continue the pursuit.

- B. Air support should provide ground units with information on intersection and traffic conditions, road hazards, or other relevant information. The air support can coordinate communications between units, and upon the realization that the pursuit has become unsafe to continue can recommend the termination of the pursuit.

XVI. DUTIES AND RESPONSIBILITIES AFTER PURSUIT ENDS

- A. Duties and responsibilities a supervisor should consider at the end of a pursuit should include:
 - 1. Safety of the public;
 - 2. Safety of the officers;
 - 3. Safety of persons in or on the offender'(s) vehicle;
 - 4. Safety of hostage(s);
 - 5. Safety of offender(s);
 - 6. Command and control tactics employed to apprehend offender(s);
 - 7. Use of force;
 - 8. Injuries to any person (i.e. from traffic accident or taking offender(s) into custody);
 - 9. Prompt medical attention to injured persons;
 - 10. Expeditious removal from the scene of offender(s) and other involved persons;
 - 11. Clearing the area of uninvolved or unnecessary law enforcement officers;
 - 12. The reporting and investigating of traffic collisions related to the pursuit;
 - 13. Notification of command and management personnel shall be at the discretion of the on-duty Watch Commander or Supervisor;
- B. Post-Pursuit Assessment, Evaluation and Reporting
 - 1. The collection and examination of information should address such issues as:
 - a. Adherence to policy;
 - b. Identification of training needs;
 - c. Identification of needed policy or procedure changes;
 - d. Documentation of pursuit incidents which may enhance the agency's ability to manage liability.
 - 2. The Watch Commander or Supervisor who controls the pursuit should be the same supervisor who responds to the termination point of the pursuit, reviews all related reports and does the post-pursuit assessment, evaluation and reporting.
 - 3. Reports which the Watch Commander or Supervisor should review and approve:

- a. Crime reports;
- b. Arrest and release from custody reports;
- c. Booking reports;
- d. Traffic collision reports;
- e. Officer-involved traffic collision administrative reports;
- f. Use of force reports;
- g. Injury reports;
- h. CHP pursuit form required under the provisions of CVC 14602.1;
- i. Any other reports of the officers involved in the pursuit.

C. Other Units:

1. Monitor the pursuit and remain alert to its progress and location should assistance be requested;
2. Limit radio communications to emergency traffic only;
3. Do not join the pursuit or assist with traffic control unless so ordered by the Watch Commander, Supervisor or Dispatcher;
4. If not assigned, should not respond, loiter, or drive by the termination site of any pursuit.

D. Officers involved in a pursuit shall not attempt to pass another unit engaged in the pursuit except at the request of the officer(s) in the unit to be passed.

XVII. PURSUIT INTERVENTION TACTICS (PIT)

- A. Pursuit Intervention is the use of specific tactics, equipment and technology to terminate a pursuit including but not limited to blocking, ramming, boxing roadblocks, "PIT", spike strips and firearms.
- B. The decision to implement any pursuit intervention should include the balancing of the potential hazards arising from the use of each tactic and the possible risks to the public, officers and persons in or on the pursued vehicle. The application of authorized tactics should be reasonable in light of the circumstances confronting the officers at the time of the decision. Statutory and case law should be observed when considering the use of these tactics.

C. Pursuit Intervention Tactics may be employed under any of the following circumstances:

1. When the fleeing individual(s) was involved in a violent crime against a person, such as, but not limited to;
 - a. Murder;
 - b. Rape;
 - c. Robbery;
 - d. Assault with a deadly weapon;
2. When the fleeing individual(s) presents imminent danger to:
3. One or more persons, and;
4. That stopping him or her is manifestly necessary to prevent injury or death.
5. The fleeing individual(s) is responsible for continued property damage.
6. All other reasonable means to stop the individual(s) have failed.

D. Pursuit Intervention Tactics include:

1. Barricading the roadway with a police vehicle(s), other types of vehicle(s) or obstructions:
 - a. Blocking a roadway must be considered as force likely to produce great bodily harm or death, therefore, this method should not be used in misdemeanor pursuits and the barricading of a roadway shall only be used as a last resort in felony pursuits.
 - b. If barricading the roadway is determined necessary, it will be constructed in such a manner as to be readily visible to the violator from a sufficient distance away to allow the violator the opportunity to surrender, if it is his or her intent to do so.
 - c. There shall be sufficient room for the pursued to pass safely to the right or left of the blockade. Always allow an exit lane.
2. Attempting to force a fleeing vehicle from the roadway by "ramming" or "heading it off;"
 - a. Use of a police vehicle in this manner is potentially a use of deadly force and requires the same justification blocking a roadway. When such force is improperly employed, it is not only physically dangerous, but it could conceivably place the officer in a position of facing criminal or civil liability.
 - b. In those rare cases where ramming is used as a tactic, it is incumbent upon the officer to consider all the circumstances and ramifications prior to taking such course of action. It is imperative that officers act within the bounds of legality, good judgment, and accepted practices.
3. Attempting to direct a fleeing vehicle into a given path or location (i.e. unpaved roadway, dead-end road, etc.) by using stationary objects

(i.e. barricades, pylons, vehicles) placed in the current path of the pursued vehicle.

4. Attempting to slow or stop a fleeing vehicle by "boxing it in" or driving directly in front of it.
 5. Attempting to slow or stop a fleeing vehicle by using a "rolling roadblock"
 - a. While this tactic is often times extremely effective, the trade-off is potential danger to the public which makes it inappropriate to utilize in all but extreme cases.
 6. Attempting to slow or stop a fleeing vehicle by use of a spike strip.
- E. The above forceful tactics are discouraged, other than use of the spike strip, when the pursued vehicle is traveling in excess of 35 m.p.h.
- F. The above forceful tactics will only be employed by those officers who have received training in these methods of terminating pursuits.
- G. The approval of a Watch Commander or Supervisor or superior officer should, where practical be obtained prior to utilizing such forceful tactics.

XVIII. DISCONTINUING THE PURSUIT

- A. Pursuits shall be discontinued when:
1. Based upon those facts that are known, an unreasonable danger is present to the public and/or the pursuing officers and the totality of the objective circumstances indicates that the risk inherent to continue the pursuit outweighs the desirability of apprehension.
 2. An unreasonable danger exists when speeds dangerously exceed the normal flow of traffic and where pedestrian or vehicular traffic necessitates unsafe maneuvering of the vehicle and the collision risk outweighs the desirability of apprehension.
 3. Directed by:
 - a. A Watch Commander or Supervisor;
 - b. A Command Officer;
 - c. The Dispatcher, acting at the direction of a Watch Commander or Supervisor or Command Officer
 - d. San Bernardino County Sheriff's Department, Valley Control Center if they have taken over responsibility of the pursuit.
 4. Conditions clearly indicate the futility of further pursuit (e.g., darkness, fog, slick pavement, unfamiliar areas where unknown traffic

hazards may exist, equipment malfunction or concerns, distance between pursuer and pursued, etc.);

5. Visual contact of the pursued vehicle(s) is no longer present;
6. The officer has any inclinations or second thoughts regarding the pursuit situation. An officer will not be criticized for backing out of any pursuit situation;
7. The officer is uncertain of his driving skills or control of the vehicle;
8. In the officer's opinion, the actions of allied agencies are beyond control and these actions seriously increase the potential hazard of the pursuit. In such cases, the allied agencies shall be notified of the discontinuance of our departmental participation in the pursuit.

XIX. CAPTURE OF SUSPECT(S) AT TERMINATION OF A PURSUIT

- A. Officers of the primary unit are responsible for the arrest of the suspect when the suspect voluntarily or involuntarily terminates the pursuit. They are also responsible for management of the scene in the absence of a supervisor.
- B. The safety of the public, officers, and suspect(s) during the enforcement effort to capture a suspect is a consideration when a pursuit concludes. For the safety of all concerned, strict personal discipline should be maintained immediately following the pursuit and during the apprehension of the suspect(s).
- C. To help ensure the suspect(s) is taken into custody in a well-organized, well-managed and controlled manner, the following factors shall be considered:
 1. Management and control of immediate post-pursuit activity;
 2. Responsibility for command;
 3. Tactics;
 4. Required communications;
 5. Coordination;
 6. Resource needs;
 7. Public, officer and offender safety;
 8. Maintaining strict personal discipline;
 9. Restoring order to the scene;
 10. Obtaining medical treatment, when necessary.
- D. If a second unit has been assigned to the pursuit, that unit shall be responsible for:
 1. Assisting the primary officer in the arrest;
 2. Traffic control, if necessary;

3. First aid, if necessary;
4. Making necessary broadcast to terminate the vehicular pursuit.

XX. USE OF FIREARMS

- A. Firearms may not be discharged under the following circumstances without specific justification:
 1. As a warning;
 2. At a person known or believed to be under the age of 18 years unless necessary in the defense of the officer's life or another person's life, when all other reasonable means have failed;
 3. In any misdemeanor case;
 4. From a moving vehicle or at a moving or fleeing vehicle except in extreme and ultimate measures as follows:
 - a. When necessary in the defense of an officer's life or another person's life. Firing at pursued vehicles from a moving vehicle is dangerous to the officer due to the tense driving requirement and to innocent third parties (ricochet, difficulty in hitting the target) and is, therefore, discouraged.
 - b. When necessary to effect the capture of, or prevent the escape of, a person known or believed by the officer to have committed a felony, the nature of which resulted in threatened or actual physical violence, when all other reasonable means have failed. However, firearms shall not be discharged if the officer has reason to believe, based upon the attendant circumstances, that the discharge may endanger the lives of a passersby or other persons not involved in the crime from which flight is being made or attempted.
 5. For the purpose of affecting the capture of or preventing the escape of, a person who the officer has reasonable cause to believe has committed a felony against property and the officer has no reasonable cause to believe that the person has committed any violent felony.
- B. Factors an officer should consider before using a firearm should include:
 1. Background (e.g. officers, pedestrians, other vehicles in the line of fire);
 2. Distance between officer and suspect(s);
 3. Likelihood of shot accuracy;
 4. Presence of passenger(s);
 5. Consequences if suspect disabled;
 6. Hostage situations;
 7. Fixed or mobile firing position;
 8. Self-defense;

9. Likelihood of disabling a vehicle;
10. Notification to others involved in the pursuit of intent to use potentially deadly force.

XXI. PURSUIITS INVOLVING OTHER AGENCIES

- A. Pursuits by other agencies into our City:
 1. When a pursuit is initiated by another jurisdiction, that jurisdiction shall be responsible for the progress of the pursuit.
 2. Officers from this jurisdiction shall not attempt to assist with the pursuit unless specifically requested to do so by any of the following:
 - a. The pursuing agency;
 - b. The Watch Commander;
 - c. The Dispatcher, or
 - d. San Bernardino County Sheriff's Department Valley Control Center if they have taken over responsibility of the pursuit.
 3. Mere notification by another agency of a pursuit in progress shall not be construed as a request to join in the pursuit.
 4. If another agency's pursuit comes into our City and there is a request to assume or join the pursuit, the Watch Commander or a Supervisor shall consider the following before approving our involvement:
 - a. Availability of personnel;
 - b. Reason(s) for the pursuit versus attendant conditions;
 - c. Pursuing officers' unfamiliarity with the area.
 5. The primary pursuit officer, or supervisors at the termination point, shall determine if officers involved in the pursuit are needed for report purposes.
 - a. If injuries or property damages are sustained, all officers present must be identified as to agency, and their involvement immediately documented.
 6. Our officers shall terminate assistance when the pursuit leaves the city limits, unless otherwise instructed by a supervisor.

XXII. PURSUITS OF OUR CITY UNITS INTO OTHER JURISDICTIONS

- A. When a pursuit extends into an allied agency's jurisdiction, the supervisor should ensure that the allied agency is notified and determine if the other agency should be requested to become involved in, or assume supervision of, the pursuit. The following should be considered:
 - 1. The type of assistance required;
 - 2. Existing policy regarding pursuits into other jurisdictions;
 - 3. The direction of the pursuit and its effect on radio communications.

- B. When an allied agency assumes a pursuit, this should be clearly communicated to the supervisor and primary pursuing unit.

- C. Units from the agency relinquishing the pursuit will terminate their active involvement (no longer driving in a Code 3 manner), when:
 - 1. They are required to by existing policy;
 - 2. They are requested to do so by the agency assuming the pursuit and sufficient units from the assuming agency have joined the pursuit. These circumstances are certain to exist when the assuming agency is the California Highway Patrol.

- D. If the pursuit is joined or assumed by the other agency, our involved units will discontinue the pursuit unless assistance is requested by the other agency and continued involvement is approved by the officer's Watch Commander or Supervisor. If assistance is requested, the unit(s) will be subordinate to the assuming agency.

- E. If the affected agency will not join or assume the pursuit, the Watch Commander or Supervisor should consider the following:
 - 1. The distance involved;
 - 2. The pursuing officer's unfamiliarity with the area;
 - 3. Communication limitations;
 - 4. Are the circumstances serious enough to continue the pursuit;
 - 5. Whether or not personnel can be spared to continue the pursuit;

- F. There shall be no caravan of pursuing units.

- G. Upon discontinuing the pursuit, the initiating unit should proceed to the termination point at a legal speed for purposes of identification and/or arrest.

- H. The supervisor at the termination point shall determine if the initiating officer or other officers involved in the pursuit are needed for report purposes.

XXIII. PURSUITS ON THE FREEWAY OR OTHER AREAS PATROLLED BY THE CALIFORNIA HIGHWAY PATROL

- A. The unit “calling the pursuit” or Watch Commander may request the California Highway Patrol to assume the pursuit based on the following:
 - 1. Their expertise in pursuit driving;
 - 2. Their demonstrated ability to force a stop; and
 - 3. Better radio communications.
- B. Once the California Highway Patrol assumes a pursuit and asks our units to disengage, our involved units shall discontinue the pursuit. If our continued assistance is requested, our unit(s) will then be subordinate to the Highway Patrol.
- C. Upon discontinuing the pursuit, the initiating unit should proceed to the termination point at a legal speed for purposes of identification and/or arrest.
- D. The supervisor at the termination point shall determine if the initiating officer or other officers involved in the pursuit are needed for report purposes.
- E. The initiating agency is responsible for handling the prosecution of the violation which caused the pursuit unless circumstances exist that would dictate another involved agency assume that responsibility.
- F. If the pursuit is terminated within the initiating agency’s area of responsibility, or if the initiating agency has responded to the point the pursuit is terminated, the initiating agency should take custody of the violator. This will remain so unless circumstances dictate another involved agency would be best served by taking custody.
- G. If non-traffic violations have occurred subsequent to the pursuit being relinquished to another agency, the agency that assumed the pursuit and witnessed the violations should be responsible for their prosecution. The agency having or witnessing the most serious crime should retain custody of the violator.
- H. Once transfer of control has occurred, the previous agency will not re-enter a pursuit unless a fresh request to do so has been made, or an emergency condition dictates.

XXIV. REPORTING THE POLICE PURSUIT

A. Initiating Officer:

1. A verbal report of the circumstances concerning the pursuit shall be made by the initiating officer to the Watch Commander or Supervisor as soon as possible after the conclusion of the pursuit.
2. A written version of the report shall be submitted to the Watch Commander or Supervisor as soon as circumstances allow.
 - a. Where no separate pursuit report exists, the circumstances shall be reflected in one of the following:
 - 1) Arrest Report;
 - 2) Supplemental Report;
 - 3) Crime Report;
 - 4) Information Report.

B. Watch Commander:

1. Pursuant to CVC 14602.1, the Watch Commander or Supervisor shall complete a California Highway Patrol Pursuit Report (CHP 187) per the instructions on the reverse side of the form.
2. The Watch Commander shall review the circumstances of the pursuit to determine if the pursuit was conducted in accordance with department policy.
 - a. The Watch Commander shall then inform the Operations Division Commander if the pursuit was conducted within the department pursuit policy guidelines.
 - 1) If the pursuit was not conducted within the department pursuit policy guidelines, the Watch Commander shall prepare a report to the Operations Division Commander detailing the circumstances of the pursuit and what policy violations occurred.
3. The Watch Commander will complete a Vehicle Pursuit Review form after each pursuit.

C. Operations Division Commander:

1. The Operations Division Commander shall report to the Chief of Police any pursuits in which it appears there was a violation(s) of the department's pursuit policy.

D. Chief of Police:

1. The Chief of Police shall, based on the information provided by the Operations Division Commander, determine whether or not an investigation shall be conducted of a pursuit in which it appears there was a violation(s) of the department's pursuit policy.

XXV. TRAINING

Whenever a sworn employee of this Department receives an annual evaluation, the employee's immediate supervisor will review the Upland Police Department Pursuit Policy (Section 9.02) with that employee. In addition to the yearly training review, all sworn personnel at the rank of Sergeant and below will be mandated to attend a bi-yearly Emergency Vehicle Operations Course.

In compliance with *Morgan v. Beaumont Police Department*, effective immediately, Upland Police Department sworn personnel receiving an annual evaluation will review the Upland Police Department Pursuit Policy with their immediate supervisor.

- A. The supervisor will give a copy of the policy in its entirety to the employee.
- B. The supervisor will ensure that the employee being evaluated fully understands this policy.
- C. At the completion of the policy review, the supervisor and employee will complete an "Annual Pursuit Policy Review Form", which will be signed by both the supervisor and employee. By signing the form, the employee acknowledges that they have received, read and understand the Upland Police Department Pursuit Policy.
- D. Completed "Annual Pursuit Policy Review" forms will be routed to the appropriate Division Commander and retained in the concerned employee's personnel file.

Chapter	9
Section	9.04
Title	Patrol and Investigative Procedures – Emergency/High-Risk
Subject	Mutual Aid For 999 Broadcasts
Effective Date	03/01/1988
Revision Date	07/11/2018
Revised By	Captain John Poole
Authorized By	Chief Douglas P. Millmore

I. SAN BERNARDINO COUNTY 999 PROCEDURE

- A. The purpose of this procedure is to clarify county wide response to situations involving an officer or deputy broadcasting a “999” (officer needs assistance-urgent) on any radio channel. The following procedure will be used by all county agencies when responding to a “999” broadcast.
1. Officers or deputies should respond to a “999” call originating in their jurisdiction based on the specific policies of their department.
 2. Upon monitoring or being informed of a “999” broadcast by another county agency all adjacent agencies should send units to assist the agency making the broadcast. The watch commander or supervisor of all adjacent agencies should make a determination of the number of units that respond to a “999” call based on the following factors:
 3. Location of the officer making the broadcast and proximity to responding units
 4. Circumstances of the incident if known
 5. Number of units available in jurisdiction broadcasting the “999” at time of broadcast
 6. Number of units available in all other adjacent jurisdictions at time of broadcast
 7. Traffic conditions
 8. Activity levels and conditions in local jurisdiction
- B. As soon as possible after a “999” broadcast is made the watch commander or other supervisor of the agency making the broadcast should notify all adjacent agencies if additional units are needed or if units already responding need to continue to respond.
- C. County agencies that monitor or become aware of a “999” broadcast by an agency that is not immediately adjacent to their jurisdiction should monitor the situation but should not send units to assist unless another compelling factor is present or the originating agency specifically request that they do so.

Chapter	9
Section	9.06
Title	Patrol and Investigative Procedures – Emergency/High-Risk
Subject	Fire and Rescue Calls
Effective Date	03/01/1988
Revision Date	08/22/2018
Revised By	Captain John Poole
Authorized By	Chief Darren L. Goodman

I. POLICY

It is the policy of this Department to provide the Fire Department maximum assistance and support, in order that a high level of protection to life and property may be maintained.

II. PROCEDURE

- A. When dispatched, the nearest patrol unit shall respond, Code 3, to life-threatening incidents such as uncontrolled gas leaks, hazardous chemicals, petroleum spills, radioactive materials, airplane crashes, and structural failure. Assisting units shall be normally dispatched, unless otherwise specified, if the nature of the incident indicates that additional personnel will be required. The first patrol unit at the scene shall request adequate assistance, based on an immediate determination of the traffic and crowd control problem.
 1. A patrol unit shall be dispatched when:
 - a. Fire equipment is assigned to a location;
 - b. Assistance is requested by fire or paramedical personnel; or
 - c. Fire equipment is dispatched to a freeway incident and shall remain at the scene until relieved by a C.H.P. unit.
 2. A field supervisor shall be assigned, Code 2, unless he/she is the nearest unit, whenever a police unit is dispatched with the Fire Department to a serious incident (structure fire, plane crash, etc.).
 3. Upon arrival, the patrol supervisor shall coordinate the police activities with the fire incident commander, and ascertain if a police investigation is needed. The Watch Commander shall be notified in the event of a second- and/or third-alarm fire.
 4. Notification of a third-alarm fire shall be made by the Watch Commander to the Patrol Division Commander, or during his/her absence, the Investigations Commander.

5. Traffic control shall be provided to make prompt movement of emergency vehicles possible. Normal traffic flow is to be restored as quickly as possible.
6. Crowd control shall be maintained to prevent spectator injury. The incident area shall be kept clear by police to give unrestricted access for the fire or paramedic personnel.
7. Providing appropriate security at the scene of an emergency shall be the primary role of the police personnel. Property protection shall be provided until the owner, occupant or their representative can assume control of the premises.

B. Vehicle Accidents

1. Police units at the scene of an accident may request "fire rescue assistance" when trained personnel and special equipment are needed to extricate trapped vehicle occupants.

C. Medical Assist

1. When a call for a non-life threatening medical assist is received in Dispatch, the call shall be forwarded to Fire Dispatch. An officer will not be dispatched unless requested by the Fire Department. Officers will continue to be sent on life threatening calls.

Chapter	9
Section	9.07
Title	Patrol and Investigative Procedures – Emergency/High-Risk
Subject	Joint Fire Investigations
Effective Date	08/19/1997
Revision Date	12/19/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

Police and Fire personnel will jointly conduct investigations of fire crime scenes. Fire will be the lead agency in the investigation.

II. PURPOSE

To utilize the expertise of police and fire disciplines to successfully prosecute suspects of arson and other fire-related crimes.

III. PROCEDURE

- A. Police patrol personnel will take the initial report of an arson.
- B. Police supervisory personnel will have overall command of the crime scene.
- C. A police detective and fire investigator will work jointly in determining cause and origin, interviewing suspects, and photographing and collecting evidence. Police patrol personnel will assist both Police and Fire Investigators as required.
 1. The Forensic Specialist at the Police Department may be utilized as needed.
 2. Evidence will be stored at the Police Department, however, under the control of the Fire Investigators.
 3. Flammable evidence will be stored with the San Bernardino County Fire Department.
- D. When a fire requires extensive investigations, the San Bernardino County Fire Department Chief assigned to Investigations shall be notified through normal protocol.

Chapter	9
Section	9.08
Title	Patrol and Investigative Procedures – Emergency/High-Risk
Subject	Aircraft Crash
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 responsibility of the Police Department to provide aid and investigate all aircraft crashes within the City of Upland.

II. PURPOSE

To safeguard life and property at the scene of aircraft crashes.

III. BACKGROUND

Due to the proximity of Ontario International Airport, as well as Cable Airport, and the growth of air traffic over the City, there is always the possibility of aircraft crashes. This policy is intended to supplement the Upland Police Department Disaster Response Plan, which should also be reviewed. It is included as Section 9.13 in this Manual.

IV. PROCEDURE

A. Dispatcher

1. Determine exact location and keep the reporting party on the telephone, if possible.
2. Assign the area police unit Code 3.
3. Assign at least one follow-up unit Code 2.

4. Notify the ambulance services, dispatch initial ambulances, and request standby units.
5. Notify the Fire Department in all instances.
6. Attempt to determine details and further crash conditions from the reporting party:
 - a. Is the aircraft on fire?
 - b. Is there a fire hazard to private property?
 - c. Exact location and most accessible route for rescue equipment?
 - d. Condition of persons and property?
 - e. Type of aircraft and identification numbers, if possible.
7. Notify the Watch Commander.

B. Watch Commander

1. The Watch Commander on duty will be faced with several emergency decisions concerning adequate response to the aircraft crash scene. Consideration must be given existing emergency conditions involving serious life and property hazards. The gravity of the situation must be evaluated, and assistance needs anticipated. Whenever possible, a field supervisor will be dispatched to the scene to assist in evaluating the situation.
2. The crash of a light aircraft in an open area with no fire hazard would not warrant immediate emergency equipment response beyond police, ambulance, and fire department.
3. Upon receipt of a confirmation of an aircraft crash from the first police unit on the scene, describing emergency conditions involving serious life and property hazards, the Watch Commander will immediately direct the dispatcher to notify:
 - a. Ontario International Airport; or
 - b. Cable Airport.
4. If the crash conditions involve extensive life and property damage, direct the dispatcher to request a mobile command post for communications at the scene.
5. Direct the dispatch of additional police units, ambulances, rescue and fire equipment and additional personnel as required by field units at the scene.
6. Notify the Patrol Commander.
7. Notify the Chief of Police.

C. Police Officer - Approaching the Scene

1. Obtaining adequate assistance for maximum protection of lives and property is the officer's first responsibility upon arrival. If multiple victims are involved, the most important responsibility is to notify the dispatcher by radio of crash conditions, so that adequate ambulances and emergency assistance may be promptly dispatched. Fire hazards should be immediately reported for the same reason.
2. Avoid approaching the crash scene in the same path of the aircraft crash. Survivors and victims may be present along the crash path, and there is the danger of running over them with a police vehicle.
3. Approach the aircraft with the wind from behind. Fire and explosion hazards can be minimized with the wind at your back.
4. Always assume that crashes of military aircraft involve weapons containing high explosives, which may detonate.
5. Be constantly aware that fuel tanks are apt to explode and spread burning fuel over a wide area.
6. Avoid smoke inhalation.
7. Take precautions to stand clear of the front of the fuselage, as rockets and small missiles are fired forward. Stand clear of the front and rear of externally suspended missiles on wings.

D. Police Officers – Rescue

1. Rescue attempts by police personnel may be made as emergency conditions dictate, but each officer must bear in mind that he/she is not specifically trained in aircraft rescue procedures. Rescue operations should be conducted with caution, keeping the following instructions in mind.
 - a. On military and commercial aircraft, the location of the escape hatches, doors, and exits are indicated by orange-yellow signs. On military jets, a rescue arrow will indicate the rescue points on the aircraft.
 - b. Printed instructions are stenciled on rescue points on the aircraft. Follow the printed instructions carefully to avoid injury to yourself and the plane's occupants. Do not pry hatches on any downed jet aircraft. Prying may harm the pilot's ejection.
 - c. To jettison the canopy of a jet aircraft, follow the rescue arrows and signs and look for a handle on the fuselage near the cockpit, which will clearly be marked for jettisoning the canopy. The "T" handle will be attached to a length of cable approximately 10 feet long. The handle must be pulled the full length of the cable before jettisoning the canopy. The canopy ejection is cartridge-actuated and ejects violently. Simply grab the "T" handle and run away from the aircraft with it, pulling the cable to extreme length.

- d. The greatest danger in removing the survivor from a military plane is the accidental ejection of the aircraft seat. Do not raise, move, or tamper with arm rests of crew members' seats, which activate the ejectors. They are extremely dangerous. Several handles may be observed inside the cockpit - red and white striped, or black and yellow striped. Do not touch these handles, as they may also activate the seat ejector and severely injure or kill the pilot or rescuer.
- e. The quickest and safest way to remove a victim from the cockpit is to cut his harness rather than attempting to unfasten it.
- f. Remove all survivors from the immediate area of the plane as soon as possible, because of the fire and explosion hazard.
- g. Once the rescue attempt has been made, or recognized as impossible, withdraw to at least 1,500 feet from the aircraft to avoid the fire and explosion hazard.

E. Police Officers - First Aid

- 1. Police officers at the scene of an aircraft crash may render emergency first aid.
- 2. A search for all survivors and victims' should be made so that additional personnel responding to the scene may be properly directed to render medical assistance.
- 3. Administer regular first aid treatment with the immediate objective of stopping bleeding.

F. Police Officers - Safeguard the Scene

- 1. It is the responsibility of police officers to safeguard the scene of an aircraft crash to preserve evidence contributing to the accident. Additional police personnel may be required to accomplish this responsibility if military personnel are not required, or until their arrival.
- 2. Establish a 1,500 feet safety perimeter, allowing no one but recognized emergency personnel to enter.
 - a. Do not allow looting or souvenir hunters.
 - b. Recognize military identification cards for assisting military personnel.
 - c. Establish traffic control and an access route for emergency equipment and personnel.
 - d. Obtain and record the identity of crash witnesses as such persons become known.

G. Military Personnel

1. Upon arrival, military authorities will take command of a military aircraft crash scene and assume full responsibility. Police personnel will offer every assistance to military personnel, and provide protection of the scene and military activities.

H. Police Commander - General Information

1. The following information is furnished for the benefit of Police Commanders on the scene of an aircraft crash.
 - a. The Police and Fire Commanders on the scene are in charge of any private or commercial aircraft crash sight. Police Commanders will accept the responsibility for emergency conditions and respond to the best of their resources and ability.
 - b. The identification and disposition of military dead is the duty of a military mortuary officer, in accordance with Federal Law. Remains or portions of fatality victims should not be removed from military aircraft, or their relative position at the accident scene, nor taken to a morgue without prior approval of the military mortuary officer.
 - c. The San Bernardino County Coroner's Office should be promptly notified in the event of a private or commercial aircraft crash involving fatalities.
 - d. In the event of multiple fatalities as the result of an aircraft crash, the Magnolia Recreation Center may be entered (forcibly, if locked) and utilized for a temporary morgue by prior permission of the City Manager. The decision to use the facility should be made jointly with the military mortuary officer or coroner.
 - e. The identification and disposition of the injured and dead is extremely important as the Police headquarters will be subject to numerous inquiries. Police Commanders should keep appropriate notes of observations, victims, and police action, and make frequent and periodic radio reports to police headquarters.
 - f. In the event of extreme fire hazard, it may be necessary to evacuate adjacent homes or buildings. The Upland City Hall or the High School gymnasium may be used as a temporary evacuation center. Police personnel should proceed to evacuate citizens as calmly as possible to avoid panic and provide for protection of evacuated buildings
 - g. All aircraft crashes are to be reported as soon as possible, to the Federal Aviation Administration and the National Transportation Bureau:
NTSB: (310) 380-5660
FAA: (310) 725-3300

Chapter	9
Section	9.09
Title	Patrol and Investigative Procedures – Emergency/High-Risk
Subject	Explosives
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 this Department to provide the utmost protection possible for persons and property in the community when threatened with any type of bomb, explosive, or ordinance.

II. INVESTIGATIVE PROCEDURE

- A. Upon receiving information of a threat from any source regarding a suspected bomb or explosive device, the Patrol Division Watch Commander shall be notified immediately.
 - 1. The Patrol Division shall be responsible for the initial investigation and/or search.
 - 2. A supervisor shall immediately respond to the location and determine what additional assistance may be required. Officers at the scene may seek aid in searching the premises from those persons who may be familiar with the threatened location. However, in no case shall they be required to assist in the search.

- B. If any suspected explosive device is found, other than fixed ammunition:
 - 1. The officer involved shall:
 - a. Refrain in any way from touching, moving, or attempting to open the device; and
 - b. Exclude all unauthorized persons from the vicinity of the device.
 - 2. The Watch Commander shall:
 - a. Notify the Fire Department, which will respond to the area of the threatened location;
 - b. Alert the Emergency Center, which will stand by at quarters; and
 - c. Notify the Patrol Division Commander.

- C. The highest ranking supervisor present shall have overall responsibility for the disposal operations, evacuation, if needed, and make a determination as it relates to the response of Explosives Disposal Experts to the scene. If, in the opinion of the supervisor, assistance is required in handling, transporting, or in disposing of the device, assistance may be requested from the Ontario Fire Department Bomb Unit, or the appropriate military ordinance disposal unit.

III. EVACUATION PROCEDURE

- A. The decision to evacuate should be made by the person who is responsible for, or in charge of, the threatened location.
 - 1. If an evacuation is ordered, it should then be conducted by him/her to lessen the confusion.
 - 2. Officers present shall assist in the orderly evacuation of the premises.
 - 3. The person in charge of the threatened location shall be advised of all facts pertaining to the incident so that he/she will be able to make the final decision as to when the building may be reoccupied.
- B. An officer may order the evacuation of any building, public or private, if in his opinion, there is reasonable cause to believe that persons or property may be in danger.
 - 1. When an evacuation is conducted, officers shall prevent unauthorized entry into the threatened location.
 - 2. At no time shall an officer explicitly state that a building is safe to enter.

IV. STORAGE

All explosives and disarmed explosive devices shall be turned over to the Fire Department for storage or destruction. All flammable liquids shall be kept in approved containers and taken to the Fire Department for disposal. Flammable liquids shall not be stored in the Evidence Room.

V. TRANSPORTATION AND DISPOSAL

All explosive devices shall be transported and disposed of in a manner approved by an explosives expert.

VI. REPORTING PROCEDURE

- A. A written report shall be made in every explosive case.
 - 1. Copies of the report shall be directed to the Detective Section.
 - 2. Standard property records shall be maintained on all items placed in the explosives vault.

Chapter	9
Section	9.10
Title	Patrol and Investigative Procedures – Emergency/High-Risk
Subject	Hazardous Materials Response
Effective Date	03/01/1988
Revision Date	12/02/2019
Revised By	Captain Marcelo A. Blanco
Authorized By	Chief Darren L. Goodman

I. POLICY

Scene management of hazardous material spills or dump sites shall rest with the San Bernardino County Fire Department.

II. PURPOSE

Senate Bill 921, amending Section 2454 of the California Vehicle Code, expands scene management of hazardous material incidents to local law enforcement or the local fire agency. The San Bernardino Fire Department is better equipped and trained for scene management of hazardous spills. It is also recognized that the Police Department is better suited for investigating the cause and any related criminal or civil liabilities related to such scenes.

III. PROCEDURE

- A. A patrol unit shall respond to all hazardous material incidents.
- B. Responsibilities of on-scene police personnel shall include:
 - 1. Protection of life and property;
 - 2. Free and continuous flow of affected traffic;
 - 3. Investigation of related criminal or civil offenses; and
 - 4. Investigation of related traffic collisions.
- C. Scene management of a hazardous material incident shall rest with the ranking fire official on-scene.

- D. Arrangements for clean-up and disposal of hazardous material shall be the responsibility of the Fire Department, and is part of scene management.
- E. Responsibility for clean-up of minor hazardous material spills, such as those associated with traffic collisions, rests with the Police Department. These spills would include: fuels, oils, acids, and other related fluids, and are limited to those fluids that are necessary to the function of vehicles involved.
 - 1. Responsibility as used in this Section means causing the removal off of the material in question. In most cases, City Yards will assist in this function.
 - 2. In all cases, Police personnel may consult with Fire personnel if necessary.
- F. Notification of the Division Commander of a hazardous material incident shall be at the discretion of the Watch Commander, who shall adhere to the policy set forth in Section 1.1 of this Manual.

Chapter	9
Section	9.11
Title	Patrol and Investigative Procedures – Emergency/High-Risk
Subject	Amber Alert Policy
Effective Date	12/17/2003
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. Purpose

The goal of the A.M.B.E.R. (America’s Missing: Broadcast Emergency Response) Alert program is the safe return of an abducted child by establishing an effective partnership between the community, the media, and law enforcement.

II. Policy

The Upland Police Department shall utilize the Amber Alert System for immediate emergency responses to child abduction cases, when the following criteria are met.

III. Procedure

A. Abduction defined:

1. A Child under the age of 18, which has been unwillingly removed from their environment without permission from the child’s legal guardian or a designated legal representative.

B. Amber Alert Activation Requirements:

1. The missing child must be seventeen years (17) or younger, or have a proven mental or physical disability; and
2. The Upland Police Department believes the child has been abducted unwillingly from their environment without permission from the child’s parent or legal guardian; and
3. The Upland Police Department believes the missing child is in danger of serious bodily harm or death; and

4. Sufficient information is available to disseminate to the general public that could assist in the location and recovery of the victim and/or the apprehension of the suspect.
5. If any of these criteria are not met, the Amber Alert and Activation of the EAS (Emergency Alert System) should not be activated.

C. Alert Activation Procedure / Patrol Responsibility.

1. Officers responding to a child abduction call shall be responsible for the initial report and gathering of all pertinent information, ensuring the Amber Alert criteria is met. The Watch Commander shall be immediately notified of the situation and is responsible for ensuring the criteria is met for an Amber Alert / EAS Broadcast. The Watch Commander shall contact the Chief of Police for the authority to activate an AMBER Alert. As rapidly as possible, the watch commander will ensure a brief synopsis is prepared containing victim and suspect information and also the following information:
 - a. A child has reportedly been abducted;
 - b. Where the abduction took place;
 - c. When the abduction took place;
 - d. A description of the child;
 - e. A description of the abductor;
 - f. A description of the vehicle involved, if any;
 - g. The last known direction of travel or possible destination;
 - h. A telephone number to contact the police with information;
 - i. A statement that no action should be taken other than to inform the police.
2. The Watch Commander shall notify the Public Information Officer.

D. Alert Activation Procedure / Upland Police Dispatch responsibility

1. The Upland Police Department Dispatch Center shall be responsible for ensuring the A.P.B. information is communicated to field units and broadcast on the LAW INTERCOM.
2. The Watch Commander shall call the California Highway Patrol Emergency Notification and Tactical Alert Center (ENTAC) (916) 843-4199 and provide them with required information. ENTAC is available 24/7 and they will activate: Changeable Message Signs (CMS), EAS, EDIS Flash, the CHP Web Site and BOLO's. The phone number 1-888-8AMBER1 shall be given to ENTAC for public use.

E. Public Information Officer

1. The PIO will respond to the scene and coordinate with the On Call Detectives regarding information to be released to the public and law enforcement agencies.

2. Oversee the management of all media networks and provide public informational updates as needed. This task shall be accomplished by using ENTAC and/or through the media television/radio networks.

F. Alert Cancellation Procedure / Upland Police Department responsibility

1. The Upland Police Department is responsible for update and cancellation of any alert activation through its regular media information release procedures and will notify all law enforcement agencies.
2. The department's PIO will assume responsibility for canceling the alert by contacting ENTAC and notify the Media television/radio networks of cancellation by press release.

G. Phone Bank Operations

1. The following phone number shall be used for the public, EAS, EDIS, CLETS, radio stations and the EOC.

1-888-8AMBER1

1-888-826-2371

This number is automatically routed to the switchboard until someone logs onto the system from the EOC.

2. The Upland Police Department Watch Commander or his designee will have the responsibility of setting up the phones in the Upland Police Department Emergency Operations Center. (UPD Training Room).

H. E.O.C. Set-up Procedures (see photograph in cabinet #1).

1. Configure tables into "U" shape.
2. Locate the two boxes labeled E.O.C. Equipment in cabinet #1.
3. Remove phones and equipment from box.
4. Locate phone plate cover on west wall labeled "E.O.C. PRIMARY JACK." (Back up E.O.C. Jack on East wall).
5. Remove plate and expose cable end for connection.
6. Take one cable from E.O.C. box and connect to exposed cable from wall.
7. Distribute phone connection blocks evenly around tables.
8. Connect cable from wall to the closest phone block on the west side of room.
9. Use two other provided cables to inter-connect phone blocks. (Be sure to cinch down the Velcro on the connections).
10. Use the duct tape provided to tape down the connecting wires. (To prevent tripping).
11. Each designated person takes any phone and plugs it into the designated jack on the phone block. Example: 6593 = Fire & Rescue; 6953 = Police.
12. Use the following phone lines for and AMBER Alert: 6589, 6590, 6591, 6592, 6593, 6594, 6595, 6596, 6597, and 6598. See the AMBER Alert Template on the wall.

- a. The following are the commands used to LOG ON and use the phones:
 - 1) LOG ON: Take the phone off the hook and dial 197, then hang up.
 - a) This will log you ON. Once logged on you will begin receiving incoming calls. Logged on is confirmed by a high pitch dial tone.
 - 2) STAND BY: Take the phone off the hook and Dial 198, and then hang up.
 - a) This will tell your phone that you are not ready for another call. To again receive calls dial 198. Not ready is confirmed by a stuttered high pitch dial tone.
 - 3) HOLD: To place a caller on hold: Flash the hook switch & dial "#4" and hang up. Caller now hears music. To recover your call just pick it up again.
 - 4) LOG OFF: Dial 197, then hang up. You will hear a normal dial tone.
13. Make sure once the E.O.C. is closed, all phones are logged off. This will insure the calls are routed back to the switchboard.
14. To change the Voice Prompts: (for dissemination of Alert specifics).
 - a. Dial 2291. You will hear "Prompt Maintenance...Voice Service I.D.?" Dial "5300#".
 - b. "Password?" Dial "236465300#". (Admin. 5300).
 - c. You will hear "Update Menu Choices Prompt, press 2" ...You will press 2 and then press 5 to re-record the voice prompt message.
15. Specific Prompt information:
 - a. Start of prompt: "At anytime press 0 to be connected immediately to an investigator."
 - b. End of prompt: "If you prefer to leave a message press 2, or hold the line and you will be connected to an investigator."
 - c. At the end of the alert, this prompt should be re-recorded to either silence or "no AMBER Alert is in force, hold the line for further assistance."
16. Upland Police Department personnel will operate the phones and take the tips from the public.
17. The Watch Commander or his designee will call the following people in order to operate the phones (minimum of five people):
 - a. Dispatcher Supervisor
 - b. Off-duty dispatchers
 - c. Reserves
 - d. Cadets
 - e. Any others as needed.

- f. Officers from the previous shifts may be held over until they can be replaced.

I. Detective Bureau Responsibilities.

1. Once the phone bank is established and manned, the Detective Bureau Supervisor will assign one detective to oversee its operation.
2. This detective will assist in obtaining and disseminating incoming information from the public.
3. This detective will also have the responsibility of prioritizing the information so it can be followed up on as quickly as possible.
4. The other detectives assigned to the abduction case will have the responsibility of following up on the information given them from the E.O.C. detective.
5. The Detective Bureau supervisor shall insure the AMBER Alert messages are checked frequently by dialing 4290. Mailbox 2042, Password 2042.

Chapter	9
Section	9.12
Title	Patrol and Investigative Procedures – Emergency/High-Risk
Subject	Disaster Response Plan
Effective Date	11/19/2003
Revision Date	07/16/2018
Revised By	Captain John Poole
Authorized By	Chief Darren Goodman

I. INTRODUCTION

- A. The purpose of the Upland Police Department's Disaster Response Plan is to delineate police responsibilities in the event of a natural or man-made disaster, and to list procedures for carrying out those responsibilities. Examples of incidents to which this plan pertain are:
1. Aircraft accidents
 2. Chemical accidents
 3. Civil disturbances
 4. Earthquakes
 5. Floods
 6. High winds
 7. Massive fires/explosions
 8. Massive power outages
- B. This document should be available to all police supervisory personnel as a quick reference in case such disasters do occur. The plan is designed to comply with the City of Upland's Comprehensive Emergency Plan.

II. RESPONSIBILITIES AND PROCEDURES

- A. The responsibilities of the Upland Police Department in a disaster situation are outlined below:
1. Protection of life and property;
 2. Preservation of order;
 3. Communication and warning of public via mobile P.A., or door-to-door canvass;
 4. Enforcement of laws;
 5. Aid and evacuation of injured from damaged or threatened disaster areas;

6. Maintain avenues both to and from the disaster area;
7. Prevention of looting and vandalism;
8. Aid to other City Departments requesting police assistance; and
9. Aid to the public during periods of stress or general disaster.

B. Notification

1. Immediately upon learning of any disaster within the City's limits, the Watch Commander shall notify the Chief of Police and all Division Commanders. Depending upon the type and extent of disaster, other Upland City Departments, neighboring law enforcement agencies, emergency medical facilities, and State or Federal agencies should also be notified.
2. The City maintains an Emergency Operating Center (E.O.C.), which is located in the Police Department's Training Room. The E.O.C. will be activated upon the orders of the City Manager.
3. Activation of E.O.C.: The on-duty watch commander will set up the E.O.C. as soon as sufficient personnel are available. The E.O.C. set-up procedures are attached.
4. The primary police officer at the scene of a disaster should:
 - a. Determine and communicate to supervisory personnel, the type, location, and magnitude of the disaster;
 - b. Assume interim command at the scene, and direct the activities of assisting officers;
 - c. Render emergency medical assistance;
 - d. Organize volunteer help at the scene; and
 - e. Relinquish command and brief the first supervisor to arrive at the scene.
5. The Watch Commander will brief the Chief of Police on the scope, nature, and magnitude of the emergency. It will be the responsibility of the Chief of Police to determine whether or not to alert the City Manager (Director of Emergency Services), or to initiate a plan to recall police personnel. Responsibilities of the Chief of Police will, in his absence, be assumed by the Patrol Division Captain.

C. Tactical Alert

1. Personnel may be placed on standby during an emergency situation under the following provisions.
 - a. Tactical alert status is an advisement to all personnel that an emergency situation exists and they may be asked to report to duty within the next 24 hours.
 - b. Personnel who choose to be available for recall duty may then remain fit for duty and be available by telephone or by personal contact at all times.

D. Recall of Personnel

1. If it is determined that additional police personnel are needed, they shall be recalled according to one of the following plans.
2. Personnel who are called for duty must report within one hour, fully equipped and ready for assignment.

III. EMERGENCY RECALL PLAN "A"

- A. An Emergency Situation Requiring Maximum Effort of Brief Duration.
 1. The Chief of Police shall make the decision to and shall issue the orders to place into effect, Emergency Plan "A".
 2. Upon activation of this plan, the Chief of Police shall, after identifying the specific problems, post himself in the Command Post to supervise the assignment of personnel, and issue directions as necessary.
 3. The deployment of personnel shall follow this basic plan, with modifications as the ranking officer shall deem advisable.
 - a. Field personnel on duty will provide initial response to the direct problem, unless otherwise assigned.
 - b. Station members, if any, shall be utilized prior to calling in off-duty members.
 - c. Members of the shift due to report for duty on the next shift shall be called in from off-duty status first, unless there are others more readily available.
 - d. Other shift members, Detectives, off-duty and Reserve Officers shall then be called in if additional assistance is necessary.
 - e. Mutual aid assistance may be utilized at any or all of the above states, depending upon the circumstances of the emergency.
 - f. All officers called in shall report to the Command Post for assignment, unless otherwise directed.
 - g. A minimum beat plan, using marked units, should be maintained to handle other called-for-services.
 - h. Non-sworn members, unless specifically assigned differently, shall report for duty at their regular duty hours.

IV. EMERGENCY RECALL PLAN "B"

- A. Maximum Effort for Sustained Period.
 1. In the event of an emergency or situation requiring a maximum effort by personnel of the Department for sustained periods of time (more than 24 hours), the following procedure shall be followed.

2. Departmental operations will be conducted on a scheduled 12-hour work day, seven day week, for the duration of the emergency, or until otherwise ordered. Duty hours are as follows:
 - "A" Platoon 0600 - 1800 Hours
 - "B" Platoon 1800 - 0600 Hours
 - "C" Platoon Reserve Unit - Assigned as Necessary
3. The regular shift on duty must provide the initial police response. The Commander of the regular duty shift will immediately, by means of the dispatcher, notify all personnel assigned to the Maximum Effort Platoon, which would handle the incident on the basis of the above assigned hours, to report for duty immediately. Relief of duty shift personnel, other than those assigned to the activated platoon, shall be accomplished as soon as is practical upon arrival of summoned personnel. In the event the emergency occurs shortly prior to the start of what would be the Maximum Effort Platoon hours, responsibility shall lie with the on-coming platoon.

V. Command Sequence

- A. In an emergency situation, the Chief of Police and Division Commanders shall assume the following titles and command sequence:
 1. Chief of Police - Commander of Police Forces
 2. Captain, Patrol Division - Patrol Incident Commander
 3. Captain, Investigative Division - Investigations Incident Commander
 4. Lieutenant, Services Division - Services Incident Commander

VI. RESOURCES

- A. The City does not store emergency supplies, in amounts sufficient to last through prolonged periods of disaster. It is likely that, in the event of a major emergency, the City would rely on outside resources for supplemental support.
- B. Personnel with authority to request outside assistance should be aware of the conditions and procedures under which outside resources may be committed during an emergency.

- C. It is the Finance Department's responsibility to keep accurate records of all expenditures for manpower and supplies. However, since some organizations are required by law to provide assistance free of charge, while others are not, public and volunteer assistance should be utilized before assistance from the private sector is requested.
- D. The basic policy of state assistance to local government in civil disorders and "unusual occurrences" is to support local law enforcement with state resources after local and adjacent government aid has been reasonably committed, or whenever the magnitude of the emergency is such that the best interest of the State will be served by the involvement of state resources before the commitment of all local agencies.
- E. When the Chief of Police determines that the emergency situation may become, or is already beyond, the control of the Department's resources, it is his responsibility to request Mutual Aid from the Operational Area Coordinator (Sheriff of San Bernardino County).
- F. When an emergency situation develops or appears to be developing, which cannot be resolved by a law enforcement agency within an operational area, it is the responsibility of the Operational Area Coordinator to provide assistance and coordination to control the problem (Section 26602 of the Government Code).
- G. If it should appear likely that the resources of an operational area may be overtaxed, or even depleted, in coping with an emergency, the Regional Coordinator should be advised in advance.
- H. State Military Forces include units of the California Army and Air National Guard. The Governor of the State of California may commit State Military forces under the provisions of Section 146, Military and Veterans Code, only upon: determination that emergency conditions exist, or are imminent; that all civil resources reasonably available have been, or will be, committed; that civil resources cannot cope with the situation; and that military assistance is required and has been requested as provided for in the Military and Veterans Code.
- I. Requests for State military forces should be made through the Office of Emergency Services channels, i.e., from local jurisdictions through O.E.S. Regional Offices. To reduce the reaction time needed by State Military Forces (8 hours normally), advance notification of a possible need should be made to the Commanding General, State Military Forces, or his on-scene liaison detachment.

- J. In an emergency involving immediate danger to life or property, requests for aid beyond that which is available from any civil resource may be transmitted direct to Headquarters, State Military Forces, or to O.E.S. in Sacramento. Requesters must realize that there is a delay because of mobilization time which should be allowed for when requesting this aid.
- K. Tasks that can be performed by State Military Forces during a peacetime emergency include, but are not limited to, restoration or maintenance of law and order, protection of life and property, evacuation, housing and feeding, traffic control, care of injured, and debris removal. Forces receive broad mission-type orders from the civilian officials in charge, but remain under the military chain of command at all times.
- L. By approval of the Governor, the State Department of Conservation, Division of Forestry, through a Memorandum of Understanding with the National Guard, has established procedures for the dispatch and use of State Military resources within specified limits for the suppression of forest fires.

VII. Federal Military Forces

- A. Federal disaster assistance is normally authorized under the provision of Public Law 91-606, only after the President has proclaimed a major disaster in an area or a determination has been made that a major disaster is imminent. Additionally, under Public Law 84-99, the Chief of Engineers, United States Army, has discretionary authority for expenditures for flood emergency preparation, flood lighting and rescue operations, and emergency repair or restoration of flood control works and federal shore protection. In such cases, a declaration of disaster is not required.
- B. The utilization of U.S. Army Reserve Units during inactive duty training is not authorized, except on an individual basis as private citizens.
- C. In the State of California, emergency military assistance to civil agencies is a primary responsibility of the U.S. Army, and requirements for aid from other services are normally coordinated by the Army.
- D. A request for federal military assistance normally should be made through Office of Emergency Services channels. An approved request is then levied on the Sixth U.S. Army for execution. In a crisis situation, local jurisdictions may make direct contact with a military base for action, as explained above.

- E. When duly authorized to do so, federal military forces can provide an extremely broad range of services in support of disaster relief operations. The officer in charge receives instructions from the local civil authority, but remains under the military chain of command at all times.

VIII. EVACUATION AND ACCESS CONTROL

- A. While it is the responsibility of the Police Department to notify and report the existence of hazardous situations created by natural or man-made disasters, the decision to evacuate any area will be made by the Chief of Police, or by the E.O.C. staff. Plans for evacuation are the responsibility of the Chief of Police or E.O.C. staff. The evacuation itself will be implemented by the Police Department, with the assistance of General Services, if necessary.
- B. Officers should ensure that evacuation routes are clear, and that barricades are in place where necessary. After evacuation has been accomplished, the Police Department is responsible for continued security and patrol within the evacuated area.

IX. EOC SET-UP PROCEDURES

- A. TABLES
 - 1. Set up in a “U” shape configuration as shown on the diagram.
- B. CLOSET
 - 1. Remove all boxes, materials, and status boards from closet #1 and place them in the middle of the “U” shaped table configuration.
- C. PICTURES AND STATUS BOARDS (FLIP CHARTS)
 - 1. Remove all pictures from the west wall and place them in closet #1.
 - 2. Hang status boards (flip charts) in place of the pictures.
- D. MAPS
 - 1. Place map on dry erase board.
- E. PHONES
 - 1. Get the boxes labeled “EOC PHONES TRAINING ROOM”.
 - 2. Each phone is labeled. Examples: Jack 1-1, Jack 1-2, Jack, 1-3....
 - 3. Place the phones on the tables in the order shown on the diagram.

F. SPIDER CORD 1 TO WALL JACK 1

1. Get the screwdriver from the "EOC SPIDER CORD" box.
2. Remove the cover plate on the west wall marked 1-C/EOC.
3. Remove spider connection from behind cover plate.
4. Connect the spider cord labeled #1 to wall jack marked 1-CEOC.
5. Extend the spider cord under the table towards the center of the "U" shaped configuration.

G. SPIDER CORD 2 TO WALL JACK 2

1. Remove the cover plate on the east wall marked 2-C/EOC.
2. Remove spider connection from behind cover plate.
3. Connect the Spider cord labeled #2 to wall jack marked 2-C/EOC.
4. Extend the spider cord under the table towards the center of the U"U shaped configuration.

H. SPIDER CORDS TO PHONES

1. Each cord is labeled. Examples: Jack 1-1, Jack 1-2, Jack 1-3....
2. Connect the cords to the matching phone jacks.

I. DUCT TAPE AND TIE DOWN:

1. Get the mats.
2. Duct tape and tie down all spider cords to prevent tripping.
3. Place rubber mats over spider cords in walkway to prevent tripping.

J. TELEVISION

1. Turn on television.

K. FAX MACHINE

1. Plug the existing fax machine into the spider cord labeled "FAX" from the Jack 1 spider cord loop.

L. RADIOS

1. Set up radios in PIO office.