

# PINOLE POLICE POSSE



# TRAINING MANUAL

# PINOLE POSSE

## **CODE OF ETHICS**

**AS A LAW ENFORCEMENT OFFICER**, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

**I WILL** keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department.

Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

**I WILL** never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

**I RECOGNIZE** the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God<sup>1</sup> to my chosen profession. Law Enforcement.



**1**

**FIELD TRAINING**

**2**

**POLICY  
REQUIREMENTS**

**3**

**RADIO PROCEDURES**  
10 CODES  
11 CODES

**4**

**CRIMINAL CODES**  
PENAL, VEHICLE, W&I, H&S

**5**

**VACATION  
WATCH**

**6**

**PARKING CITATIONS**  
**ABANDONED VEHICLE**  
**WARNING**

**7**

**CROSS STREET  
MAP**

**8**

**PINOLE POLICE DEPARTMENT**

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PINOLE POSSE	FTO'S Initials & Date		
	Instructed by FTO	Demo'd by FTO	Performed by trainee
<p><u><b>Agency Orientation</b></u></p> <p>1.1.01 The trainee will discuss his/her duties and obligations and demonstrate a working knowledge of the agency's organization, functions, work schedule, chain of command, and rules and regulations.</p> <p>1.1.02 The trainee shall review and briefly explain agency directives, general orders, rules, and regulations pertaining to:</p> <ul style="list-style-type: none"> <li>A. Standard of conduct on and off duty(values, ethics, principals</li> <li>B. Interaction with associated law enforcement agencies</li> <li>C. News media release laws, rules and regulations</li> <li>D. Security of agency facilities</li> </ul> <p>1.1.03 The trainee shall review and explain department General Orders related to:</p> <ul style="list-style-type: none"> <li>A. Use of Force (for self protection)</li> <li>B. Vehicle Operations</li> </ul> <p>1.1.04 The Trainee shall be oriented to the work area, including:</p> <ul style="list-style-type: none"> <li>A. Introductions to key personnel</li> <li>B. Equipment and supply locations</li> </ul> <p>1.1.05 The trainee shall know the operation of and agency policy regarding authorized personal equipment, safety equipment, and agency equipment used by officers in the field.</p> <p>1.1.06 The trainee shall review and explain what constitutes unauthorized equipment</p>			

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OFFICER SAFETY	Instructed by FTO	Demo'd by FTO	Preformed by traniee
<p><b><u>Contact and Cover</u></b></p> <p>1.2.01 The trainee shall explain and demonstrate cover tactics And responsibilities to include</p> <ul style="list-style-type: none"> <li>A. Approach</li> <li>B. Cover positions with vehicle(s) and Person(s)</li> <li>C. Position of advantage</li> <li>D. What to watch for: <ul style="list-style-type: none"> <li>1. Hands in pockets or otherwise concealed</li> <li>2. Weapons or contraband</li> <li>3. Hostility or anger</li> <li>4. The approach of other persons or vehicles</li> <li>5. Symptoms of intoxication or illness</li> <li>6. Potential reactions and escape</li> </ul> </li> <li>E. Communications with contact officer/danger signals</li> <li>F. Position of assistance, if needed</li> <li>G. Provides assistance as directed by contact officer</li> <li>H. How to escape dangerous situations</li> <li>I. How to call for help</li> </ul> <p><b><u>Body Armor</u></b></p> <p>1.2.02 The trainee shall discuss benefits, limitations, and characteristics of protective body armor, including:</p> <ul style="list-style-type: none"> <li>A. Benefits for wearing</li> <li>B. Types of body armor</li> <li>C. Department policy on replacement</li> <li>D. Level of protection againsa firearms, knives, and other penetrating weapons.</li> </ul>			

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<p style="text-align: center;"><b><u>ETHICS</u></b></p> <p>1.3.01 The trainee shall identify law enforcement ethical Standards (Law Enforcement Code of Ethics, Oath of Honor, and the Code of Conduct) and explain or demonstrate how they apply to ethical decision-making</p> <p>1.3.02 The trainee shall demonstrate the ability to accept responsibility for his/her actions.</p> <p>1.3.03 The trainee shall illustrate, through explanation or example, the following aspects of ethical conduct:</p> <p>A. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into dispute, or impair its efficient and effect operation.</p> <p>B. Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy and professionalism in their dealings with one another.</p> <p>C. Officers shall not use language in acts that demean, harass, or intimidate another</p> <p>D. Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.</p> <p>E. Officers shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of duty</p>			



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<p align="center"><b><u>Ethics Continued</u></b></p> <p>1.3.04 The trainee shall recognize his/her responsibility to intervene to stop offenses (unlawful/unethical acts) by officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.</p> <p>1.3.05 The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.</p> <p>1.3.06 The trainee shall identify and discuss problems associated With some common ethical decisions, including:  A. Non-enforcement of specific laws by personal choice  B. Acceptance of gratuities</p> <p>1.3.07 The trainee shall review and explain the General Orders And/or policy and procedures associated with conduct both on and off duty.</p>			
<p><b><u>Decision Making</u></b></p> <p>1.3.08 The trainee shall explain the most common limitations of their discretionary authority, to include:  A. Law  B. Departmental policy and procedure  C. Departmental goals and objectives  D. Community expectations  E. Officer safety</p> <p>1.3.09 The trainee shall identify the potential consequences of Inappropriate discretionary decision making, including:  A. Death or injury  B. Additional crime  C. Civil and vicarious liability  D. Discipline  E. Embarrassment to department  F. Relationship with the community.</p>			



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<p><b><u>Decision Making Continued</u></b></p> <p>1.3.10 Given various scenarios, simulated incidents, or calls for Service the trainee shall identify and conclude which of the following are acceptable decisions.</p> <p>A. Cite and Release B. Referral C. Verbal warning D. No action.</p> <p><b><u>USE OF FORCE</u></b></p> <p><b><u>Legal and Ethical Issues:</u></b></p> <p>1.4.01 the trainee shall review and discuss the legal and ethical Considerations pertaining to the use of force, including "reasonable force" Posse members should only use force when protecting self.</p> <p><b><u>PATROL VEHICLE OPERATIONS</u></b></p> <p><b><u>Patrol Vehicle Inspection</u></b></p> <p>1.5.01 The trainee shall explain the purposes of a vehicle inspection prior to driving. These shall minimally include:</p> <p>A. Prevention of accidents B. Promotion of operational efficiency C. Reduction of maintenance and repair cost D. Location of contraband, evidence, or property.</p>			

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<p align="center"><b><u>PATROL VEHICLE OPERATIONS CONTINUED</u></b></p>			
<p>1.5.02 The trainee shall point out the location and describe the use of the following</p> <ul style="list-style-type: none"> <li>A. Rear door locks</li> <li>B. Trunk and hood release</li> <li>C. Firearms/weapon release system</li> <li>D. Emergency lights and siren switches</li> <li>E. Flares</li> <li>F. First aid equipment</li> <li>G. Radio</li> <li>H. Spare tires</li> <li>I. Engine fluid compartments and dip stick.</li> </ul>			
<p>1.5.03 The trainee shall explain agency policy regarding proper maintenance of the patrol vehicle. This shall minimally include:</p> <ul style="list-style-type: none"> <li>A. The procedure for regular maintenance and service of patrol vehicles.</li> <li>B. The procedure for turning in a damaged or mechanically deficient vehicle for repair.</li> <li>C. The proper documentation to be completed</li> </ul>			
<p>1.5.04 The trainee shall explain agency policy regarding request for vehicle service in the field.</p>			
<p>1.5.05 The trainee shall conduct a patrol vehicle pre-shift inspection to include:</p> <ul style="list-style-type: none"> <li>A. Visual check of vehicle exterior for damage and tires for wear and proper inflation.</li> <li>B. An inspection of the trunk for required equipment</li> <li>C. An operations check of the vehicle equipment(lights, horn, etc.) and the emergency equipment(light bar, PA, etc.)</li> <li>D. An inspection of vehicle interior that includes checking behind the sun visors, in the glove box, under the seats for contraband, evidence, property, or other items left behind from a previous shift.</li> </ul>			

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<p><b><u>Patrol Vehicle Operation Safety</u></b></p> <p>1.5.06 The trainee shall review and explain agency policy on approved driving techniques, including:</p> <ul style="list-style-type: none"><li>A. Parking</li><li>B. Right-of-way violations</li><li>C. Passing</li><li>D. Excessive speeds</li><li>E. Backing</li></ul> <p>1.5.07 The trainee shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies.</p>			

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<p align="center"><b>COMMUNITY RELATIONS / PROFESSIONAL DEMEANOR</b></p> <p><u>Community Relations and Service</u></p> <p>1.6.01 The trainee shall explain the agency's responsibilities to Community service.</p> <p><u>Professional Demeanor and Communications</u></p> <p>1.6.02 The trainee shall identify verbal factors which could contribute to a negative response from the public, including:</p> <ul style="list-style-type: none"> <li>A. Profanity</li> <li>B. Derogatory language</li> <li>C. Ethnically offensive terminology</li> </ul> <p>1.6.03 The trainee shall identify non- verbal factors which could contribute to a negative response from the public, including:</p> <ul style="list-style-type: none"> <li>A. Officious and disrespectful attitude</li> <li>B. Improper use of body language</li> <li>C. Improper cultural response</li> </ul> <p>1.6.04 The trainee shall discuss why it may be beneficial to explain the reasons for actions taken to inquiring citizens.</p> <p>1.6.05 The trainee shall conduct telephone conversations in a professional manner.</p> <p>1.6.06 The trainee shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes toward the police.</p> <ul style="list-style-type: none"> <li>A. Community contacts</li> <li>B. Business contacts</li> <li>C. Community involvement</li> <li>D. Positive role modeling</li> </ul>	Instructed by FTO	Demo'd by FTO	Performed by trainee

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<p><b><u>Crime Prevention</u></b></p> <p>1.6.07 The trainee shall demonstrate the knowledge and skills necessary to gain citizen support and participation in the prevention of crime.</p> <p>1.6.08 The trainee shall give examples of general forms of crime prevention, including:</p> <ul style="list-style-type: none"> <li>A. Advice concerning mechanical devices (alarms, cameras, locks, and target hardening)</li> <li>B. Control of conditions (lighting, access, and architecture)</li> <li>C. Public awareness</li> <li>D. Property identification</li> <li>E. Neighborhood watch programs</li> </ul>			
<p><b><u>Cuultural Diversity</u></b></p> <p>1.6.09 The trainee shall assess and explain ways in which he/she can increase the trust of the community he/she serves.</p>			
<p><b><u>Racial Profiling</u></b></p> <p>1.6.10 The trainee shall recognize that 13519.4 PC states, "a law enforcement officer shall not engage in racial Profiling," and that it applies to all protected classes Including gender and religion.</p> <p>1.6.11 The trainee shall be able to summarize and apply the agency's policy regarding racial profiling.</p>			
<p><b><u>Community/Problem-Oriented Policing</u></b></p> <p>1.6.12 The trainee shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.</p>			

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RADIO COMMUNICATIONS	Instructed by FTO	Demo'd by FTO	Preformed by traniee
<p><u>Radio Communications</u></p> <p>1.7.01 The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.</p> <p>1.7.02 The trainee shall memorize the phonetic alphabet and agency codes including commonly used Penal Code Section numbers and codes for dispatching emergency vehicles.</p> <p>1.7.03 The trainee shall demonstrate knowledge of agency radio Procedures and proficient use of the radio including:</p> <ul style="list-style-type: none"> <li>A. Waiting until the air is clear before pressing transmit button</li> <li>B. Pressing the transmit button firmly and speaking calmly and clearly into the microphone.</li> <li>C. Avoiding over-modulation by speaking moderately into microphone</li> <li>D. Knowing the meaning of "emergency traffic only and Code 33" and always saving routine and non-emergency transmissions until the termination of "emergency traffic only" status</li> <li>E. Knowing the call signs, assignments, and beat locations of other units in the area.</li> </ul>			

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<p style="text-align: center;"><b><u>PATROL PROCEDURES</u></b></p> <p>1.8.01 The trainee shall identify ways to determine if a parked vehicle has been recently operated.</p> <p>1.8.02 The trainee shall be able to locate the (VIN) of various Vehicles (ie., auto, trailers, motorcycles, and bicycles)</p> <p>1.8.03 The trainee shall explain and/or safely demonstrate how to safely approach vehicles</p> <p>1.8.04 The trainee shall identify common violator reactions and shall discuss techniques for acceptably dealing with those reactions which may include.</p> <p style="margin-left: 40px;">A. Embarrassment</p> <p style="margin-left: 40px;">B. Anger</p> <p style="margin-left: 40px;">C. Fear</p> <p style="margin-left: 40px;">D. Rationalization or excuse for violation</p> <p>1.8.05 The trainee shall explain why an officer should not argue with a violator.</p> <p><b><u>Observations Skills</u></b></p> <p>1.9.01 The trainee shall identify methods by which perception Skills may be improved and demonstrate the ability to Describe scene activity, persons, and vehicles with Acceptable accuracy.</p>			



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<p><b><u>Fires</u></b></p> <p>1.10.01 The trainee shall identify the following types of fires and the best methods to deal with each:</p> <ul style="list-style-type: none"> <li>A. Dry combustibles</li> <li>B. Flammable liquids</li> <li>C. Electrical</li> <li>D. Combustible metals</li> </ul> <p>1.10.02 The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Request for the fire department</li> <li>B. Request for further law enforcement assistance</li> <li>C. Immediate evacuation of any occupants</li> <li>D. Isolation of the immediate area</li> </ul> <p><b><u>Lost, Found, and Recovered Property</u></b></p> <p>1.11.01 The trainee shall review and explain California law and department policies and procedures concerning the disposition of property other than evidence including:</p> <ul style="list-style-type: none"> <li>A. Property recovered by trainee</li> <li>B. Property found by citizen</li> <li>C. Property (real or personal) of injured, ill or deceased persons.</li> <li>D. How Law Enforcement Data Systems (LEDS) can assist in determining property status.</li> </ul> <p><b><u>News Media Relations</u></b></p> <p>1.12.01 The trainee shall discuss the most common law Enforcement practices as to who may release Information to the news media and the notification Procedures utilized</p>			

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<p><b><u>Traffic Control / Direction</u></b></p> <p>1.13.01 The trainee shall demonstrate recognized traffic hand Signals for a driver to include:</p> <ul style="list-style-type: none"> <li>A. Stop</li> <li>B. Turn right</li> <li>C. Turn left</li> <li>D. Start</li> <li>E. Keep moving</li> </ul> <p>1.13.02 The trainee shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.</p> <p>1.13.03 The trainee shall explain flare patterns and be able to safely light and extinguish a flare.</p> <p>1.13.04 Given a handout of exercise depicting an accident scene, the trainee shall mark where to place particular types of traffic control devices that will best protect persons and property with regard to the presence of flammable materials and traffic flow.</p> <p><b><u>Solo Performance</u></b></p> <p>1.14.01 The trainee shall demonstrate the knowledge and ability to perform the work of a member of The Pinole Posse at a solo level</p>			



**PLEASE REVIEW AND UNDERSTAND THE FOLLOWING POLICIES:**

Policy 200: Organization Structure and Responsibility

Policy 342: Department Computer Use

Policy 346: News Media Relations

Policy 383: Volunteer Program

Policy 402: Racial-or-Bias-Based Profiling

Policy 520: Disabled Vehicles

Policy 524: 72-Hour Parking Violations

Policy 700: Department Owned and Personal Property

Policy 701: Procurement of Equipment and Supplies

Policy 702: Personal Communication Devices

Policy 704: Vehicle Maintenance

Policy 706: Vehicle Use

# **RADIO COMMUNICATION**

**Radios are essential for communication and can be a lifeline between officers and the dispatch center. This is why using the proper radio codes and procedures are important.**

**Radio transmissions should be brief and to the point. Rambling on can prevent an officer in an emergency situation from getting on the radio.**

**Use the proper 10, 11 and MCR codes.**

**It is important to listen to the radio and know what other officers are doing both in Pinole and Hercules. This will enable you to know if the radio channel is open for radio traffic.**

**If an officer is on an emergency call actively using the radio, stay off the radio unless you have life threatening emergency.**

**If an officer or dispatch is setting up a perimeter or giving responding units important information, stay off the radio.**

**If an officer is dispatched to a bank robbery or other serious crime in progress, stay off the radio.**

**Knowing the proper codes is important.**

**CODE 33 - EMERGENCY TRAFFIC ONLY (stay off unless life threatening emergency)**

**CODE 3 COVER - Emergency (send cover immediately)**

**11-99 - OFFICER NEEDS EMERGENCY HELP NOW!**

## STANDARD DESCRIPTION

### VEHICLES

C.Y.M.M.B.L. (cymbal)  
COLOR- Red over Black  
YEAR- '65  
MAKE- Ford  
MODEL- Mustang  
BODY- 2 Door  
LICENSE- 5ABC123

### PERSONS

Name- Smith, John  
Race- White  
Sex- Male  
Age- (Adult) 23 years old  
Height- 505  
Weight- 180  
Hair- Brown  
Eyes- Brown  
Complexion - Light, Dark, Tanned  
Physical Marks,  
Scars, Limp, ect. Large Eagle tattoo left arm

### Clothing (Head to toe)

Hat  
Shirt, Tie  
Coat  
Trousers  
Socks  
Shoes



## PHONETIC ALPHABET

A	ADAM
B	BOY
C	CHARLES
D	DAVID
E	EDWARD
F	FRANK
G	GEORGE
H	HENRY
I	IDA
J	JOHN
K	KING
L	LINCOLN
M	MARY
N	NORA
O	OCEAN
P	PAUL
Q	QUEEN
R	ROBERT
S	SAM
T	TOM
U	UNION
V	VICTOR
W	WILLIAM
X	XRAY
Y	YELLOW
Z	ZEBRA

MCR-CODES	10 AND 11 CODES	10 AND 11 CODES CONT.
RTF-Report to Follow	Code 1-At your convenience	10-45 Condition of Patient
True Alarm-True Alarm	Code 2 Urgent/ASAP	10-45A Good Condition
1184-Pedestrian stop	Code 3 Emergency	10-45B Serious Condition
NPA-No Police Action	Code 4-No assist needed	10-45C Critical Condition
NR-No Response	Code 4C-Continue cover	10-45D Deceased
R01-Domestic Complaint	Code 5 Stakeout	10-49 Proceed to
R02-Suspicious Vehicle	Code 6 Hercules Follow-up	10-51 Drunk Subject
R03-Suspicious Person	Code 7 Meal Time	10-53 Subject Down
R04-Frightened Person	Code 9 Code 2 Cover Requested	10-55 Coroner's Case
R05-Svc to Outside Jurisdiction	Code 10 Bomb Threat	10-56 Suicide
R06-Occ'd in Outside Jurisdiction	Code 12 Coffee Break	10-56A Suicide Attempt
R07-Hazard Non-traffic	Code 13 Dispatch Emergency	10-60 Vacation Watch
R08-Traffic Stop No Cite	Code 33 Mobile Emergency	10-62 Meet a Citizen
R09-Traffic Stop-Cited	Code 666-Intersection Observation	10-63 Prepare to Copy
R10-Misc Extra Patrol	10-1 Unreadable	10-66 Suspicious Person
R11-Traffic Post Assigned	10-2 Loud & Clear	10-70 Prowler
R12-Svc Rendered/No Case	10-3 Clear Channel	10-71 Shots fired
R13-Civil Matter	10-4 Copy	10-80 Explosion
R14-Hospital	10-5 Relay	10-91 Stray Animal
R15-Foot Patrol Detail	10-6 Busy	10-91B Noisy Animal
R16-Noise Abated	10-7 Out of Service	10-91C Injured Animal
R17-City Services	10-7AD Out of Service-Admin	10-91D Dead Animal
R18-Keep the Peace	10-7B Out of Service-Personal	10-91V Vicious Animal
R19-Notification	10-7P Out of Service-Evidence	10-97 On-scene
R20-Fire	10-7S Out of Service-Station	10-98 Cleared Detail
R21-Open Door/Window	10-7T Out of Service-Traffic	11-10 Obtain Report
R22-Security Check	10-7TR Out of Service-Training	11-23 Stalled Vehicle
R23-UTL/GOA	10-8 In Service	11-24 Abandoned Vehicle
R25-False Alarm	10-9 Repeat	11-25 Traffic Hazard
R26-Prisoner Transport	10-10 Out at home	11-26 Abandoned Bike
R27-11-24 Tagged & Cited	10-12 Visitor/Copy confidential Info	11-27 Driver's License Check
R28-11-24 Tagged Only	10-15 In-custody	11-41 Ambulance
R29-Animal Control	10-16 Pick-up	11-43 Notify Coroner
R30-Truant/School Problem	10-19 Return to the Station	11-48 Transport
R31-Juvenile Problem	10-20 Location	11-48X Transport a Female
R32-Assist Stranded Motorist	10-21 Telephone	11-54 Suspicious Vehicle
R33-11-82 Info Exchange	10-22 Cancel	11-79 Accident w/Fire & AMR 10-49
R34-City Beautification	10-23 Stand-by	11-80 Major Injury Accident
R35-Follow-up	10-26 Clear	11-81 Minor Injury Accident
R36-Evidence Work	10-27 Wanted	11-82 Non-injury Accident
R37-Warrant Arrest	10-28 Registration Check	11-83 Accident w/unlk Details
R38-Public Relations	10-29 Wants Check	11-84 Direct Traffic
R52-Quiet on Arrival	10-33 Alarm	11-85 Tow Truck
R53-Supplement	10-33S Silent Alarm	11-94 Pedestrian Stop
R54-Merchant In-custody Release	10-34 Open Door/Window	11-95 Traffic Stop
R55-Daytime Truancy	10-35 Time Check	11-96 Checking Suspicious Vehicle
R56-Smoking Ordinance	10-36 Confidential Info	11-98 Meet w/Officer
	10-42 Welfare Check	11-99 Officer Needs Help

### Common Penal Codes

148 PC	Interfering/Resisting arrest
187 PC	Murder
207 PC	Kidnapping
211 PC	Robbery
215 PC	Car jacking
243 PC	Battery
243(e)(1) PC	Spousal battery (Misd.)
245 PC	Assault with a deadly weapon
246 PC	Shooting into Inhabited Dwelling
261 PC	Rape
273A PC	Child abuse
273.5 PC	Spousal battery (Felony)
288 PC	Child Molest
314 PC	Indecent exposure
374 PC	Littering
415 PC	Disturbing the Peace
417 PC	Brandishing a Weapon
422 PC	Criminal Threats
451 PC	Arson
459 PC	Burglary
466 PC	Possession of Burglary Tools
470 PC	Forgery
476 PC	Non-Sufficient funds checks
487 PC	Grand Theft
488 PC	Petty theft
496 PC	Possession of Stolen Property
537 PC	Defraud and Inn Keeper
594 PC	Vandalism
597 PC	Cruelty to Animals
602 PC	Trespassing
602M PC	Trespassing with Vehicle
647(b) PC	Prostitution
647(f) PC	Public Intoxication
653M PC	Harassment by Telephone

### Vehicle Codes

10851 VC	Stolen Vehicle
10852 VC	Tampering with Vehicle (10851 attempt)
12500 VC	Unlicensed Driver
14601.1 VC	Suspended/ Revoked Driver
20001 VC	Hit & Run with Injuries (Felony)
20002 VC	Hit & Run (Misdemeanor)
22348 VC	Speeding (Over speed Limit)
22350 VC	Unsafe speed (Conditions)
23103 VC	Reckless Driving
23109 VC	Exhibition of Speed
23110 VC	Throw Objects at Vehicle
23111 VC	Throw Burning Object from Vehicle
23152 VC	D.U.I.

### H & S Codes

11350 H&S	Poss. Cocaine
11351 H&S	Poss. Cocaine for sales
11352 H&S	Selling Cocaine
11364 H&S	Poss. Drug paraphernalia
11377 H&S	Poss. Methamphetamine
11378 H&S	Poss. Methamphetamine for sale
11379 H&S	Selling Methamphetamine
11550 H&S	Under Influence controlled substance

### W & I Codes

300 W&I	Dependent Child
601 W&I	Uncontrollable Juvenile
5150 W&I	Mentally Unstable



# **VACATION WATCH**

**The vacation watch program is a helpful resource for the police department and gives individuals and families a piece of mind when they are on vacation or extended time away from home. This program has been underutilized by Pinole residents.**

**The way the program works is residents fill out a Vacation Watch Form (see attachment A). They are encouraged to provide as much detail as possible, and a good phone number to be contacted when they are away. The contact phone number is especially important if the home has an alarm and they do not feel comfortable providing the alarm codes on the vacation watch form. They need to include gardeners, housekeepers, other maintenance people such as pool cleaners and pest control technicians that may be on the property.**

**Officers, and Posse members are encouraged to check for vacation watch forms in the dispatch center during their shift, and provide security checks of the homes.  
as time permits**

**For Posse members who conduct security checks, it is important to contact dispatch to tell them you are**

**conducting the security check via radio.**

**YOUR CALL SIGN, 10-59(security check) at 123 Main Street. Do not mention "vacation watch" over the radio, some burglars listen to scanners and would know 123 Main Street is on vacation, making the home an easy target.**

**If a problem like broken windows, open doors, side gates, unauthorized vehicles in the driveway, or unauthorized persons at the home, call for a patrol officer to respond. Do not make contact yourself unless it is unavoidable. Be a good witness and note as much information as you can to provide to the responding patrol officer.**



# CITY OF PINOLE

Police Department

880 Tennent Avenue  
Pinole, CA 94564  
Phone: (510) 724-8950  
FAX: (510) 724-9811  
[www.pinole.ca.us/police](http://www.pinole.ca.us/police)

## VACATION WATCH

1. Date of Request: \_\_\_\_\_ 2. Beat: \_\_\_\_\_ 3. Reporting Party: \_\_\_\_\_
4. Phone: \_\_\_\_\_ 5. Address: \_\_\_\_\_
6. Date Leaving: \_\_\_\_\_ 7. Date Returning: \_\_\_\_\_
8. All Windows and Door Locked? ☐ Yes ☐ No If No, which are opened? \_\_\_\_\_
9. Does the house have an alarm? ☐ Yes ☐ No 10. Person contacted for alarm: \_\_\_\_\_
11. How to turn off/reset alarm: \_\_\_\_\_
12. House key left with: \_\_\_\_\_
13. Does anyone have authority to be in or around the residence during your absence?  
☐ Yes ☐ No If yes, please list:  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_
14. Will officers have access to the backyard to check doors, etc.? ☐ Yes ☐ No
15. Do you have any dogs/cats in the backyard/house? ☐ Yes ☐ No
16. Any vehicles left at the residence? ☐ No ☐ Yes
17. Type of vehicle? \_\_\_\_\_ Color: \_\_\_\_\_ License#: \_\_\_\_\_
18. Any lights left on? ☐ Yes ☐ No
19. Are lights on timers? ☐ Yes ☐ No
20. Destination? \_\_\_\_\_ Contact #: \_\_\_\_\_
21. Person taking request: \_\_\_\_\_

\*\*\*\*\*

Officer's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **Suspicious Behavior**

**An observed activity that would lead an average person to believe a crime was being committed, had just been committed, or is about to be committed.**

**When you observe suspicious behavior report it to dispatch and keep an eye on the person or vehicle, giving dispatch a complete and accurate description. If the offender leaves the area provide a direction of travel, i.e. east on Fitzgerald Dr toward Appian Way.**

**You should try to avoid contact with anyone involved in criminal behavior. Your duty as a Posse member is to get the best description possible and notify dispatch or patrol officers via radio as soon as possible.**

# **PUBLIC RELATIONS**

**Good public relations or customer service as the business word calls it is the number one skill needed to engage the public. In your job as a member of the Pinole Posse this skill is very important. When you are out patrolling the city you represent the Pinole Police Department and the City of Pinole.**

**Of the many activities in police departments today few are more important than those to better public relations.**

**Maintaining good relations with the public is an essential part of any effective police department. In this job there is a constant restraint on the public (laws and ordinances) and we make the public do things they don't especially want to do. Neither of these tasks is possible without the public's willingness to cooperate.**

**As you are out and about the city and contact the public treat them with outstanding customer service, even those who choose to challenge society's rules.**

# PARKING CITATIONS

Parking citations are issued to vehicles parked in violation of the vehicle code. How to fill out a parking citation; (See attachment)

1. Date written in the mm/dd/yyyy format
2. Circle the day of week the citation was issued
3. Time in the military format (1500 hours for 3:00 pm)
4. Vehicle license plate number (if none proceed to step 6 and write the entire VIN- (vehicle identification number))
5. License plate state
6. Last 4 numbers of the VIN
7. Make of vehicle (Ford, Chevy, Toyota etc)
8. Color of vehicle
9. Registration expiration date mm/yyyy
10. Model of vehicle (Mustang, Camaro, Camry)
11. Model year of vehicle YYYY
12. Location of the violation, closest street address.
13. Is this an uncorrectable offense
14. Is this a correctable offense (registration, mechanical)
15. Either check the pre-filled boxes or write in the violation.
16. Ensure the description of the violation is included.
17. Bail/penalty assessment, find amounts on fine sheet then  
Total the amount at the bottom of the fine box.
18. Legible signature
19. ID Number

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14.	Is this a correctable offense (registration, mechanical)
15.	Either check the pre-filled boxes or write in the violation.
16.	Ensure the description of the violation is included.
17.	Bail/penalty assessment, find amounts on fine sheet then total amount at bottom of Citation
18.	Legible Signature
19.	ID Number

# PINOLE POLICE DEPT.

## NOTICE OF CIVIL VIOLATION

DATE	①	DAY: (circle one)	②	MILITARY TIME	③
VEH. LIC. #	④	STATE	⑤	VIN	⑥
MAKE	⑦	COLOR	⑧	REG. EXP. DATE	⑨
MODEL	⑩	YEAR	⑪		
LOCATION OF VIOLATION	⑫				

You have received this citation for a violation of parking regulations as noted below.  
Code sections referenced are: California Vehicle Code (CVC), Code of County Ordinance (CCO),  
Code of California Regulations (CCR), and/or City Municipal Code.

Offense	Correctable Offense	Code Section	Violation Description	Penalty
⑬	⑭	CVC 22500	UNLAWFUL PARKING	
		CVC 22502a	CURB PARKING	
		CVC 22507.8	HANDICAPPED PARKING	\$
		CVC 5204	IMPROPER TABS/EXPIRED	\$
				\$
		PMC 10.40.040	UNLAWFUL PARKING	\$
		PMC 10.40.110	UNLAWFUL PARKING ON GRADE	
		PMC 10.40.280B	UNLAWFUL PARKING-PRIVATE PARKING	
				\$

## INSTRUCTIONS FOR PAYING OR APPEALING THIS CITATION:

WITHIN 21 CALENDAR DAYS OF THE CITATION DATE:

- A) Mail payment in this envelope. Please put the citation number on your check or money order. No further action is required. Make checks payable to "CPC"
- B) Failure to pay in 21 calendar days may result in late penalties being assessed
- C) If you have a valid reason for contesting this violation, you must do so in writing. Use this envelope for mailing.

*If you fail to pay or appeal this citation as directed, vehicle registration will be withheld.  
Repeated unpaid parking citations may result in the vehicle being towed and/or impounded.*

For additional information, call CITATION PROCESSING CENTER at (510) 407-7273  
between 8:30 a.m. and 4:30 p.m. Monday through Friday, except holidays.

[www.Remit-Online.com/510011](http://www.Remit-Online.com/510011)

Issuing Officer's Signature	⑱	ID#	⑲
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## PROOF OF CORRECTION

A penalty for a CORRECTABLE OFFENSE is reduced to \$25.00 upon proof of correction signed by an authorized law enforcement agency. The correction must be completed and signed off, and payment forwarded, within 21 calendar days. If you are unable to comply within the specified time frame, the full penalty amount must be submitted.

Section	Officer's Name	Officer ID#	Agency ID#	Date

<b>22500</b>	<b>Prohibited Stop/Stand/Park</b>	<b>\$35.00</b>
<b>22500.1</b>	<b>Parking in Posted Fire Lane</b>	<b>\$35.00</b>
<b>22500(A)</b>	<b>Blocking Intersection</b>	<b>\$35.00</b>
<b>22500(B)</b>	<b>Blocking Crosswalk</b>	<b>\$35.00</b>
<b>22500(C)</b>	<b>Parking Adjacent to Safety Zone</b>	<b>\$35.00</b>
	<b>Parking within 15' of Fire Station</b>	
<b>22500(D)</b>	<b>Driveway</b>	<b>\$35.00</b>
<b>22500(E)</b>	<b>Blocking Driveway</b>	<b>\$35.00</b>
<b>22500(F)</b>	<b>Blocking Sidewalk</b>	<b>\$35.00</b>
<b>22500(G)</b>	<b>Blocking Excavation</b>	<b>\$35.00</b>
<b>22500(H)</b>	<b>Double Parked</b>	<b>\$35.00</b>
<b>22500(I)</b>	<b>Parking in Bus Loading Zone</b>	<b>\$250.00</b>
<b>22500(J)</b>	<b>Stopping in Tube or Tunnel</b>	<b>\$35.00</b>
<b>22500(K)</b>	<b>Stopping on a Bridge</b>	<b>\$35.00</b>
<b>22500(L)</b>	<b>Blocking Wheelchair Access Ramp</b>	<b>\$250.00</b>
<b>22502(A)</b>	<b>Curb Parking</b>	<b>\$35.00</b>
<b>22504(A)</b>	<b>Unincorporated Area Parking</b>	<b>\$35.00</b>
<b>22505</b>	<b>No Parking Zone</b>	<b>\$35.00</b>
<b>22505.1</b>	<b>Interfere with Traffic Movement</b>	<b>\$35.00</b>
<b>22505A</b>	<b>State Highway Parking</b>	<b>\$35.00</b>
<b>22505(B)</b>	<b>Parking in Posted No Parking Area</b>	<b>\$35.00</b>
<b>22507</b>	<b>Permit Parking</b>	<b>\$40.00</b>
	<b>Vehicle Height in Excess of 6' at</b>	
<b>22507(A)</b>	<b>Intersection</b>	<b>\$35.00</b>
<b>22507.2</b>	<b>Permit Parking: Private Driveway</b>	<b>\$35.00</b>
<b>22507.5</b>	<b>No Parking 2 AM-6 AM</b>	<b>\$35.00</b>
<b>22507.6</b>	<b>No Parking 7 AM-12 Noon</b>	<b>\$35.00</b>
<b>22507.8(A)</b>	<b>Parking in Handicap Stall</b>	<b>\$250.00</b>
<b>22507.8(B)</b>	<b>Blocking Handicap Stall</b>	<b>\$250.00</b>
	<b>Parking in Handicap Stall-</b>	
<b>22507.8(C)</b>	<b>Lines/Markings</b>	<b>\$250.00</b>
<b>22507.8(J)</b>	<b>Handicap Ramp</b>	<b>\$250.00</b>
<b>22509</b>	<b>Wheels Curbed</b>	<b>\$20.00</b>
	<b>Parking in Electric Vehicle Charging</b>	
	<b>Space w/o being plugged in or</b>	
<b>22511.1(a)</b>	<b>displaying zero emission decal</b>	<b>\$100.00</b>
	<b>Obstructing, Blocking or Barring</b>	
	<b>access to electric vehicle charging</b>	
<b>22511.1(b)</b>	<b>space</b>	<b>\$100.00</b>
<b>22500.8(E)</b>	<b>Private Parking</b>	<b>\$35.00</b>
<b>22514</b>	<b>Fire Hydrant</b>	<b>\$35.00</b>

<b>22515(A)</b>	<b>Car Left Unattended with Engine On</b>	<b>\$35.00</b>
<b>22515(B)</b>	<b>Setting Brake</b>	<b>\$35.00</b>
<b>22516</b>	<b>Locked Vehicle with Person Inside</b>	<b>\$35.00</b>
<b>22517</b>	<b>Vehicle Door Open to Traffic Lane</b>	<b>\$35.00</b>
<b>22518</b>	<b>Park and Ride Restrictions (length, etc)</b>	<b>\$35.00</b>
<b>22519</b>	<b>Restricted Parking</b>	<b>\$50.00</b>
<b>22520</b>	<b>Stopping on Freeway</b>	<b>\$35.00</b>
<b>22520.5(A)</b>	<b>Parked on Freeway Off-ramp</b>	<b>\$35.00</b>
<b>22521</b>	<b>Illegal to Park on Railroad Track</b>	<b>\$35.00</b>
<b>22522</b>	<b>Park Near Sidewalk Ramps</b>	<b>\$250.00</b>
<b>22523</b>	<b>Abandoned Vehicle</b>	<b>\$100.00</b>
<b>22523(A)</b>	<b>Abandoned Vehicle</b>	<b>\$100.00</b>
<b>22523(B)</b>	<b>Abandoned Vehicle</b>	<b>\$100.00</b>
<b>22526</b>	<b>Gridlock Intersection</b>	<b>\$50.00</b>
<b>22526(A)</b>	<b>Gridlock Intersection</b>	<b>\$50.00</b>
<b>22526(B)</b>	<b>Gridlock Intersection</b>	<b>\$50.00</b>
<b>22526(C)</b>	<b>Blocking Railroad Crossing</b>	<b>\$100.00</b>
<b>22551(B)</b>	<b>Obstruct Traffic</b>	<b>\$35.00</b>
<b>22591</b>	<b>Alley Parking</b>	<b>\$20.00</b>
<b>22650.1</b>	<b>Parked in Fire Lane</b>	<b>\$35.00</b>
<b>22651.5(A)</b>	<b>Alarm Sounding 20+ minutes</b>	<b>\$35.00</b>
<b>22658(A)</b>	<b>Unauthorized Parking</b>	<b>\$35.00</b>
<b>22669(A)</b>	<b>Abandoned Vehicle: 72-hours</b>	<b>\$100.00</b>
<b>22669(D)</b>	<b>Removal of Abandoned Vehicles</b>	<b>\$35.00</b>
<b>22951</b>	<b>Street/Alley Parking</b>	<b>\$35.00</b>
<b>22952(A)</b>	<b>Towing/Removal Violations</b>	<b>\$35.00</b>
<b>4000(A)</b>	<b>Expired Registration</b>	<b>\$50.00</b>
<b>4459</b>	<b>Month Tab Illegible</b>	<b>\$25.00</b>
<b>5200</b>	<b>No License Plates/2 Plates</b>	<b>\$25.00</b>
<b>5201</b>	<b>Position of Plates</b>	<b>\$25.00</b>
<b>5201(F)</b>	<b>Covering Over License Plate</b>	<b>\$25.00</b>
<b>5201(G)</b>	<b>Casing/Shield/Frame/Object Blocking Plate</b>	<b>\$25.00</b>
<b>5202</b>	<b>Period of Display</b>	<b>\$25.00</b>
<b>5204</b>	<b>Current Tabs</b>	<b>\$25.00</b>



# ABANDONED VEHICLE WARNING

These warnings are issued to vehicles parked within the city in violation of the abandoned vehicle ordinance.

10.40.050 PMC- a vehicle shall not be parked on the city street in excess of 72 hours.

10.60.070 PMC- a vehicle shall not be parked, stored or abandoned on private property in a wrecked, dismantled or inoperative condition in excess of 10 days.

If you should find a vehicle in the above conditions and choose to issue a warning notice, attach the red copy to the vehicle and the white copy of the warning notice to the on duty Community Service Officer or Watch Commander.

Using a marking crayon mark the tire and the street to easily see if the vehicle has been moved.

# ABANDONED VEHICLE WARNING

## FILLING OUT THE NOTICE

1. Mark the violation
2. Write in date vehicle must be moved (3 days or 10 days)
3. Date: mm/dd/yyyy
4. Time issued
5. Day of week issued
6. Closest street address
7. License plate
8. State
9. Odometer reading or "unreadable" if digital odometer
10. Year and make of vehicle (2010 Honda)
11. Model (Accord, Civic)
12. Color of vehicle
13. Mark Complaint or On-View
14. Location where marked, the vehicle needs to be marked with marking  
Paint or Crayon on the tire and roadway to see if the vehicle has been  
Moved
15. Name and ID number (legible name)
16. Event number ( number assigned from dispatch)

PINOLE POLICE DEPARTMENT  
**WARNING**

THIS IS NOT A CITATION  
IT APPEARS THAT THIS VEHICLE  
IS PARKED IN VIOLATION OF THE LAW.

NOTICE: YOUR ATTENTION IS DIRECTED TO THE STATEMENTS  
FOLLOWING THE BOX(ES) CHECKED

- ☐ \_\_\_\_\_
- ☐ Section 10.40.050 of the Pinole Municipal code provides that no person who owns or has possession, custody, or control, of any vehicle, shall park such vehicle upon any street or alley for more than a consecutive period of seventy-two hours (three days). To comply with the above Ordinance, this vehicle must be moved from its present location within three (3) days. **Be Advised:** Vehicle must be driven one (1) mile to be considered moved. Incidental moving from place to place in the same area does not comply. If the vehicle is not moved, it will be towed to a garage at the owner's expense. In addition to a minimum towing charge and storage fee per day, the owner of the vehicle is subject to a service and processing fee.
- ☐ Section 10.60.070 of the Pinole Municipal Code provides that no vehicle or parts thereof shall be parked, stored, or left in an abandoned, wrecked, dismantled, or inoperative condition upon any private or public property for a period in excess of ten (10) days, unless such vehicle or parts thereof is completely enclosed within a building in a lawful manner where it is not visible from the street or other public or private property. This vehicle must be moved from its present location within ten (10) days. If the vehicle is not moved, it will be towed to a garage and stored at the owner's expense. In addition to a minimum towing charge and storage fee per day, the owner of the vehicle is subject to a service and processing fee.
- ☐ Section 10.40.070 of the Pinole Municipal Code provides that it is unlawful to use the public streets for the purpose of repairing, greasing, or dismantling of any vehicle. The owner of the vehicle is subject to a fine

VEHICLE MUST BE MOVED OFF STREET/PRIVATE PROPERTY  
BY \_\_\_\_\_

IF THE VEHICLE CANNOT BE DRIVEN, YOU SHOULD ARRANGE TO HAVE IT TOWED.  
IF IT IS NOT REMOVED, IT WILL BE TOWED TO A GARAGE BY THE POLICE  
AND STORED AT THE OWNER'S EXPENSE

DATE	TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM	DAY
------	------	--	-----

LOCATION \_\_\_\_\_

VEH LIC NO	STATE	ODOMETER
YEAR-MAKE	MODEL	COLOR

☐ COMPLAINT ☐ ON VIEW

LOCATION ON VEHICLE WHERE MARKED \_\_\_\_\_

OFFICER NAME	I.D NO / EVENT # P
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