

SPECIAL ORDER: 09-003

DATE: April 22, 2009

TITLE: ESP Handheld Beacon Device

I. PROCEDURE:

The Pinole Police Department has obtained an ESP Handheld Beacon Device which is used in conjunction with the CSI Security System installed within the local banking systems. The GPS device is activated when it is removed from a bank after a robbery in a similar fashion as a dye pack. The device activates a GPS signal and the CSI Company notifies the police agency where the money pack is being tracked. The use of the handheld device will allow us to track and locate the money pack and responsible party.

The ESP Handheld Beacon Device will be stored in the Watch Commander's vehicle where it will be available for use.

III. EFFECTIVE DATE: The effective date of this Special Order is May 4, 2009.

IV. DISTRIBUTION:

1. All Personnel
2. Squad Room Board
3. Services Manager Krieger for Manual Update.

By Order of:

Paul M. Clancy
Chief of Police

SPECIAL ORDER: 09-004

DATE: May 22, 2009

TITLE:

Authorization for Optional Uniform for Pinole Police Dispatch/Records Personnel

- I. PROCEDURE: Dispatch and Records Personnel are hereby authorized to wear the below listed optional clothing. Dispatch personnel will still be required to maintain a serviceable Class A uniform for use.

- II. ORDER: Effective immediately, the following optional uniform is approved for Communications and Records employees.

The optional uniform will be a polo shirt with the badge embroidered on the left side of the shirt. On the right side of the shirt will be the employee's first initial and last name in gold. Under the name, "Communications" or "Police Records" will be embroidered, dependent upon the appropriate work unit. The shirt will be a Port Authority® Twill Interlock Sport Shirt with stripe trim, color blue/blue model number K416, 4.7 ounce, 60/40 cotton/poly. The pants will be, for males: Cintas brand, The Comfort Pant® Work Pants, number 945 and for females: Susan Fit Work Pants, number 390. The pants will be black

There is no clothing allowance associated with this optional uniform, and there is no mandate that it be worn as a uniform – it is entirely optional.

- III. EFFECTIVE DATE: The effective date of this Special Order is May 22, 2009.

- IV. DISTRIBUTION:
 1. All Personnel
 2. Squad Room Board
 3. Services Manager Krieger for Manual Update.

By Order of:

Paul M. Clancy
Chief of Police

SPECIAL ORDER: 10-002

DATE: OCTOBER 7, 2010

-
- I. TITLE: Police Department Security
- II. SYNOPSIS OF INTENT: Establish security parameters for access of non-Police Department personnel into Police Department.
- III. PROCEDURE/MEANS:
- A. Procedure: This policy shall apply to any person who is not an active member of the Pinole Police or Fire Departments. Visitor must state the business reason for needing access. All visitors must:
1. Sign in at front window, with their name and time of entry. If the person is unknown to staff the visitor must show I.D. Peace Officers in uniform do not need to show I.D.
 2. The visitor will be given a clip on visitor card with a number that matches that on their sign in log.
 3. All visitors, except peace officers from other agencies, must be accompanied at all times by a member of the Pinole Police Department.
 4. All visitors will return the badge to the front desk when leaving and the time of exit must be entered on the log.
 5. All City employees must wear visible City IDs at all times or wear visitor card.
 6. Police personnel should contact anyone seen in the Department not in compliance with this policy.
- B. Special Conditions:
1. Special Operations that require specialized forces to gather at the Pinole Police Department, such as joint agency warrant/arrest

teams, do not need to go through this process. However, the Pinole Police Department coordinator of the event will ensure the names of all individuals are listed on a roster.

2. Special tours, such as school events, will only require that one individual sign in and receive the visitor tag. The total number of people entering should be noted and verified upon exit.
3. Unforeseen conditions that may arise will be referred to Administration or the Watch Commander for resolution.

C. Effective Date:

1. The effective date of this Special Order is October 7, 2010.

D. Distribution:

1. All Personnel

By Order of:

Paul M. Clancy
Chief of Police

APPENDIX A
Title



CITY OF PINOLE

880 Tennent Avenue
Pinole, CA 94564-1724

Police Department

Tel: (510) 724-8950
Fax: (510) 724-9061

SPECIAL ORDER: 11-002

DATE: June 7, 2011

TITLE: Use of Spit Sock Hoods

I. PROCEDURE:

The Pinole Police Department has obtained the Spit Sock Hood, which is manufactured by Stearns Wear. The Spit Sock Hood is made of a breathable 100% Polyester mesh material with an elastic opening. The Spit Sock Hood is a single use/disposable item and is designed to be placed over the head of a subject actively spitting on an officer or other emergency personnel.

The Spit Sock Hood should only be used in cases where a subject is actively spitting or attempting to spit on officers or any other emergency personnel while the officers/emergency personnel are dealing with the subject and/or transporting him/her to MDF. The Spit Sock Hood has an elastic opening which allows for the item to be slipped over the subject's head while the elastic closes at the neck area to keep it in place without restricting the air flow. The mesh allows the officer to visually monitor the subject while preventing the subject from further spitting.

The Spit Sock Hood will be stored in all patrol vehicles where it will be available for use. Any use of the Spit Sock Hood will be documented in the police report associated with the arrest of the subject.

III. EFFECTIVE DATE: The effective date of this Special Order is June 7, 2011.

IV. DISTRIBUTION:

1. All Personnel
2. Squad Room Board
3. Administrative Sergeant Matt Avery for Manual Update.

By Order of:

John Hardester
Interim Chief of Police



CITY OF PINOLE

880 Tennent Avenue
Pinole, CA 94564-1724

Police Department

Tel: (510) 724-8950
Fax: (510) 724-9061

SPECIAL ORDER: 11-001
DATE: March 11, 2011

-
- I. **TITLE:** Use of New Traffic Collision Form – CHP 555-03
- II. **SYNOPSIS OF INTENT:** Establish a standardized use of this traffic form for Property Damage Only Traffic Collisions, Statistical and Reporting Purposes. This special order will serve as an interim directive until such time that the Pinole Police Policy Manual can be modified.
- III. **PROCEDURE/MEANS:**
- A. **Objectives:**
1. Establish a standardized use of this traffic form for Property Damage Only Traffic Collisions, Statistical and Reporting Purposes.
 2. To provide a process that will assist in documenting accurate information concerning traffic collisions which can be entered into our computer system.
 3. To establish when a collision report documented on the CHP 555-03 is reportable to the Statewide Integrated Traffic Records System (SWITRS).
- B. **Definitions:**
1. CHP 555-03 is a multi-page Traffic Collision Report for documenting Property Damage Only Collisions and will utilize the report narrative format. The CHP 555-03 can be used under the following conditions:
 - a. One or two parties,
 - b. No injuries (complaints or visible) or fatalities, and
 - c. No anticipated prosecution, or
 - d. Non-injury hit-and-run collisions where prosecution is not anticipated or no follow-up information is available,
 - e. The parties involved have a valid driver's license and proof of insurance,
 - f. The parties only wish an exchange of information.

- g. If the listed conditions are not met, the report must be documented on the CHP 555 with the proper report format (Investigative Narrative or Report Narrative) based on the circumstances.
 - 2. Completing the CHP 555-03 will be done in accordance with SWITRS.
 - 3. Type of Report – Checking the appropriate box.
 - a. Report Taken – this box is checked where a report is taken.
 - b. Exchange of Information – this box is checked when the report is used to exchange information with the involved parties only.
 - c. Counter Report – is a property damage only collision that is reported by an involved party in person at the Pinole Police Department and is completed by the involved party with the assistance of an officer. Counter reports will have an “X” marked in the unknown element of the Primary Collision Factor box. No determination of fault shall be established in a counter report (Refer to 20015 CVC).
 - 4. When reports are sent to SWITRS.
 - a. When a 555-03 has the box “Report Taken” marked these reports **will be** sent to SWITRS.
 - b. When a 555-03 has the box “Exchange of Information” marked or is taken as a counter report, these reports **will not** be sent to SWITRS.
 - 5. All CHP 555-03 reports will be utilized by the Pinole Police Department for collision tracking purposes.
- C. Statute Authority: General Statute Authority.
- D. General Statement of Content: Appendix “A” provides a copy of the CHP 555-03 form.
- E. Appendices:
- 1. Appendix “A” – CHP 555-03 form.
- F. Exhibits: None
- G. Effective Date: The effective date of this Special Order is March 11, 2011.
- H. Distribution: All Personnel

By Order of:



John Hardester
Interim Chief of Police

Original to Officer; copy(ies) to involved party(ies)

SPECIAL CONDITIONS	HIT & RUN	CITY	JUDICIAL DISTRICT	NUMBER
	COUNTY	REPORTING DISTRICT	BEAT	REPORTING OFFICER

COLLISION OCCURRED ON	MO.	DAY	YEAR	TIME (2400)	NCIC	OFFICER I.D.
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<input type="checkbox"/> AT INTERSECTION WITH Or: Feet/Miles Of	DAY OF WEEK	TOW AWAY <input type="checkbox"/> Yes <input type="checkbox"/> No	STATE HIGHWAY RELATED <input type="checkbox"/> Yes <input type="checkbox"/> No
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<input type="checkbox"/>	PARTY 1	DRIVER'S LICENSE NUMBER	STATE	CLASS	AIR BAG	SAFETY EQUIPMENT
<input type="checkbox"/>	DRIVER	NAME (FIRST, MIDDLE, LAST)		TELEPHONE NUMBER		
<input type="checkbox"/>	PED	STREET ADDRESS (City)		(State) (Zip Code)		
<input type="checkbox"/>	PK VEH	SEX	RACE	BIRTHDATE	INSURANCE CARRIER	POLICY NUMBER
<input type="checkbox"/>	BICYCLE	DIR. TRAVEL	ON STREET OR HIGHWAY		SPEED LIMIT	
<input type="checkbox"/>	OTHER	VEH. YEAR	MAKE / MODEL / COLOR	LICENSE NUMBER	STATE	VEH. TYPE

(ALLIED AGENCY USE ONLY)

Report taken Yes No

Exchange of information Yes No

SHADE DAMAGED AREA

↑

PARTY 1

↑

PARTY 2



INDICATE NORTH

<input type="checkbox"/>	PARTY 2	DRIVER'S LICENSE NUMBER	STATE	CLASS	AIR BAG	SAFETY EQUIPMENT
<input type="checkbox"/>	DRIVER	NAME (FIRST, MIDDLE, LAST)		TELEPHONE NUMBER		
<input type="checkbox"/>	PED	STREET ADDRESS (City)		(State) (Zip Code)		
<input type="checkbox"/>	PK VEH	SEX	RACE	BIRTHDATE	INSURANCE CARRIER	POLICY NUMBER
<input type="checkbox"/>	BICYCLE	DIR. TRAVEL	ON STREET OR HIGHWAY		SPEED LIMIT	
<input type="checkbox"/>	OTHER	VEH. YEAR	MAKE / MODEL / COLOR	LICENSE NUMBER	STATE	VEH. TYPE

WIT.	R/O	AGE	SEX	NAME	ADDRESS	PHONE NUMBER	PARTY NO.
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
PROP.	NAME				ADDRESS	DAMAGED PROPERTY	

#	PRIMARY COLLISION FACTOR LIST NUMBER (#) OF PARTY AT FAULT	TRAFFIC CONTROL DEVICES		SPECIAL INFORMATION		MOVEMENT PRECEDING COLLISION	
		1	2	1	2	1	2
# A	VC SECTION VIOLATED:	A CONTROLS FUNCTIONING		A HAZARDOUS MATERIAL		A STOPPED	
# B	OTHER IMPROPER DRIVING *	B CONTROLS NOT FUNCTIONING*		B CELL PHONE HANDHELD IN USE		B PROCEEDING STRAIGHT	
		C CONTROLS OBSCURED		C CELL PHONE HANDSFREE IN USE		C RAN OFF ROAD	
		D NO CONTROLS PRESENT/FACTOR*		D CELL PHONE NOT IN USE		D MAKING RIGHT TURN	
	C OTHER THAN DRIVER *	TYPE OF COLLISION		E		E MAKING LEFT TURN	
	D UNKNOWN*	A HEAD-ON		F		F MAKING U TURN	
	E	B SIDESWIPE		G		G BACKING	
		C REAR END		H		H SLOWING / STOPPING	
		D BROADSIDE		I		I PASSING OTHER VEHICLE	
		E HIT OBJECT		J		J CHANGING LANES	
		F OVERTURNED		K		K PARKING MANEUVER	
		G VEHICLE / PEDESTRIAN		L		L ENTERING TRAFFIC	
		H OTHER:*		M		M OTHER UNSAFE TURNING	
		MOTOR VEHICLE INVOLVED WITH		N		N XING INTO OPPOSING LANE	
		A NON-COLLISION		O		O PARKED	
		B PEDESTRIAN				P MERGING	
		C OTHER MOTOR VEHICLE				Q TRAVELING WRONG WAY	
		D MOTOR VEHICLE ON OTHER HIGHWAY	1 2	OTHER ASSOCIATED FACTOR(S) (MARK 1 TO 2 ITEMS)		R OTHER:*	
		E PARKED MOTOR VEHICLE		A VC SECTION VIOLATION:			
		F TRAIN		B VC SECTION VIOLATION:			
		G BICYCLE					
		H ANIMAL:					
		I FIXED OBJECT:					
		J OTHER OBJECT:					
				E VISION OBSCUREMENT:			
				F INATTENTION*			
				G STOP & GO TRAFFIC			
				H ENTERING / LEAVING RAMP			
				I PREVIOUS COLLISION			
				J UNFAMILIAR WITH ROAD			
				K DEFECTIVE VEH. EQUIP.:			
				L UNINVOLVED VEHICLE			
				M OTHER:*			
				N NONE APPARENT:			
				O RUNAWAY VEHICLE			

DATE OF COLLISION			TIME (2400)	NCIC NUMBER	OFFICER I.D.	NUMBER	PAGE
MO.	DAY	YR.					
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2.							
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PREPARER'S NAME			I.D. NUMBER	MO. DAY YEAR	REVIEWER'S NAME		MO. DAY YEAR

SPECIAL CONDITIONS		HIT & RUN	CITY		JUDICIAL DISTRICT	NUMBER
COUNTY			REPORTING DISTRICT		BEAT	REPORTING OFFICER
COLLISION OCCURRED ON				MO.	DAY	YEAR
				TIME (2400)	NCIC	OFFICER I.D.
<input type="checkbox"/> AT INTERSECTION WITH Or: Feet/Miles Of				DAY OF WEEK	TOW AWAY <input type="checkbox"/> Yes <input type="checkbox"/> No	STATE HIGHWAY RELATED <input type="checkbox"/> Yes <input type="checkbox"/> No
PARTY 1	DRIVER'S LICENSE NUMBER	STATE	CLASS	AIR BAG	SAFETY EQUIPMENT	
<input type="checkbox"/>	ORIVER NAME (FIRST, MIDDLE, LAST)	TELEPHONE NUMBER		(ALLIED AGENCY USE ONLY) Report taken <input type="checkbox"/> Yes <input type="checkbox"/> No Exchange of information <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/>	STREET ADDRESS (City) (State) (Zip Code)					
<input type="checkbox"/>	PK VEH SEX RACE BIRTHDATE	INSURANCE CARRIER	POLICY NUMBER			
<input type="checkbox"/>	BICYCLE DIR. TRAVEL	ON STREET OR HIGHWAY	SPEED LIMIT			
<input type="checkbox"/>	OTHER VEH. YEAR	MAKE / MODEL / COLOR	LICENSE NUMBER			
PARTY 2	DRIVER'S LICENSE NUMBER	STATE	CLASS	AIR BAG	SAFETY EQUIPMENT	
<input type="checkbox"/>	DRIVER NAME (FIRST, MIDDLE, LAST)	TELEPHONE NUMBER		SHADE DAMAGED AREA  PARTY 1 SHADE DAMAGED AREA  PARTY 2		
<input type="checkbox"/>	STREET ADDRESS (City) (State) (Zip Code)					
<input type="checkbox"/>	PK VEH SEX RACE BIRTHDATE	INSURANCE CARRIER	POLICY NUMBER			
<input type="checkbox"/>	BICYCLE DIR. TRAVEL	ON STREET OR HIGHWAY	SPEED LIMIT			
<input type="checkbox"/>	OTHER VEH. YEAR	MAKE / MODEL / COLOR	LICENSE NUMBER			
<input type="checkbox"/>	WIT. R/O AGE SEX NAME	ADDRESS		PHONE NUMBER	PARTY NO.	
<input type="checkbox"/>	AGE SEX NAME	ADDRESS		PHONE NUMBER	PARTY NO.	
<input type="checkbox"/>	PROP. NAME	ADDRESS		DAMAGED PROPERTY		



IMPORTANT - READ CAREFULLY

Keep this report. This is your record of this accident. To comply with California Vehicle Code (VC) Section 20002 (*duty where property damaged*), you must either:

- a. Give the owner or person in charge of such property the name and address of the **driver and owner** of the vehicle; or in the absence of the owner,
- b. Leave a written notice in a conspicuous place on the other vehicle or damaged property, giving the **name and address of the driver and owner of the vehicle involved** and a statement of the circumstances.

This information is necessary for the completion of your state SR-1 Form, Report of Traffic Accident, and your insurance report.

VEHICLE CODE SECTION 16000

The driver of a vehicle involved in an accident resulting in damage to the property of any ONE party in excess of \$750 or in the injury or death of any person MUST submit a SR-1 Form to the California Department of Motor Vehicles within 10 days, or as soon as possible.

Note: Failure to comply may result in suspension of your driver's license.

Form SR-1 may be obtained from the Department of Motor Vehicles, the California Highway Patrol, any police station, motor vehicle club, insurance agent, or DMV internet web site (SR-1A).

If city or state property is damaged, you will be contacted regarding possible liability.

Law enforcement reports do not satisfy the DMV report requirement.



CITY OF PINOLE

880 Tennent Avenue
Pinole, CA 94564

Police Department

Phone: (510) 724-9850
FAX: (510) 724-9811
www.ci.pinole.ca.us

SPECIAL ORDER: 12-003

DATE: December 20, 2012

-
- I. TITLE: Sergeants Working Overtime in Police Officer Positions
- II. SYNOPSIS OF INTENT: It has been the policy of the Police Department to fill Police Officer shift coverage with employees at the rank of Police Officer or Corporal. This Special Order will allow Sergeants to work overtime in a Police Officer Positions under specific circumstances. This will expand the pool of sworn personnel available to work shift coverage overtime. This will help to alleviate the need to order Police Officers to work beyond their scheduled shifts, and help to alleviate the need to order Police Officers to fill vacant positions that require overtime.
- III. PROCEDURE:
- A. Sergeants are allowed to volunteer to work available Police Officer overtime shift coverage after the position has been posted for a minimum of 96 hours and has gone unfilled by a Police Officer or Corporal for that period.
 - B. Sergeants are allowed to volunteer Police Officer overtime under exigent circumstances as determined by the Commander.
 - C. Sergeants working Police Officer overtime positions shall wear the designated uniform for Sergeants, including Sergeant insignia.
 - D. Sergeants working Police Officer overtime shall report to the on-duty Sergeant (Watch Commander) and shall work strictly as a Police Officer, performing all the duties of Police Officer assigned to patrol duties.
 - E. Sergeants working Police Officer overtime may perform supervisory functions or tasks at the direction of the on-duty Sergeant (Watch Commander) only if the on-duty Sergeant becomes unavailable, or in the event of an emergency.
 - F. Sergeants working Police Officer overtime positions shall be compensated at one and one half times their normal rate of pay.

G. When a Corporal is the designated Watch Commander of a shift and a Sergeant signs up for overtime on that shift, the Corporal will contact the Commander or in his/her absence, the Chief, to determine who will be the Watch Commander.

III. EFFECTIVE DATE: The effective date of this Special Order is December 20, 2012.

IV. DISTRIBUTION:

1. All Personnel
2. Squad Room Board
3. Special Order Binder

By Order of:

John Hardester
Chief of Police



CITY OF PINOLE

880 Tennent Avenue
Pinole, CA 94564

Police Department

Phone: (510) 724-9850
FAX: (510) 724-9811
www.ci.pinole.ca.us

SPECIAL ORDER: 16-001

DATE: November 3, 2016

I. TITLE: Disposition Reporting

- II. SYNOPSIS OF INTENT: To ensure positive identification, law enforcement agencies submit an electronic fingerprint transaction to the California Department of Justice for each felony and misdemeanor arrest made. For each arrest reported to the Department of Justice, a disposition of charges, when known, is required to be sent to the Department of Justice for inclusion on the arrestee's criminal history record.

The arresting agency initiates disposition forms (JUS8715 and JUS8716) and final dispositions occur at the law enforcement, prosecutor and court levels. The disposition form stays with the case documentation as the case proceeds through the criminal justice process from point of arrest to final disposition. Each agency involved with the case ensures their information is complete, accurate, and routed in a timely manner. Final dispositions must be reported to the Department of Justice within thirty (30) days from the date of disposition (Penal Code sections 11115 and 13151).

Arresting agencies initiate disposition forms and complete Section A with basic arrest information and personal descriptors. Prosecutors complete Section B. If charges are filed and the case is referred to the Court, court personnel complete the remaining sections of the form. Agencies within the criminal justice community are responsible for submitting dispositions to the Department of Justice. Although Law Enforcement and courts are mandated to submit, it is also the responsibility of each criminal justice level to ensure a disposition for an associate arrest is forwarded to the Department of Justice for inclusion in the offender's criminal history record.

III. PROCEDURE:

- A. When Records prepares a case packet for submission to the District Attorney's Office, a JUS8715 form will be completed for each adult

defendant and/or a JUS8716 form will be completed for each juvenile defendant.

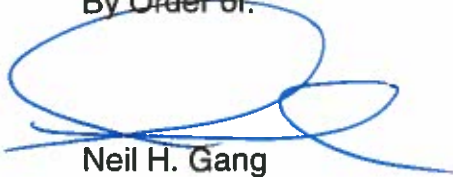
- B. When the case is submitted and the District Attorney's Office decides not to file the case, the Detective responsible for that case will turn the following documents over to the Records Division:
- Completed JUS8715/JUS8716 Form (Sections A and B)
 - Complete Detention Certificate
 - Other case disposition documents
- C. If Investigations decides the case will not be filed with the District Attorney's Office for any reason and the suspect was fingerprinted, the JUS8715 form (Section A) and the Detention Certificate must be completed and given to the Records Division.
- D. Once submitted to the Records Division, the following steps will be taken:
- The documentation will be checked for accuracy and completeness.
 - A copy of the Detention Certificate and the JUS8715 will be placed in the case file.
 - A copy of the JUS8715/JUS8716 form will be placed in a "Pending" folder to be updated at the end of the month. (This is to allow accurate reporting to UCR; once the UCR report has been completed, Records will change the "arrest" status to "detention".)
 - The original JUS8715 form will be mailed to the Department of Justice.
 - The Detention Certificate will be mailed to the arrested party.
 - Records will change the involvement status of the arrested person from "ARR" to "DET".

III. EFFECTIVE DATE: The effective date of this Special Order is November 1, 2016.

IV. DISTRIBUTION:

1. All Personnel
2. Squad Room Board
3. Special Order Binder

By Order of:



Neil H. Gang
Chief of Police



CITY OF PINOLE

880 Tennent Avenue
Pinole, CA 94564

Police Department

Phone: (510) 724-9850
FAX: (510) 724-9811
www.ci.pinole.ca.us

SPECIAL ORDER: 17-001

DATE: April 26, 2017

I. TITLE: Use of Personal Communication Devices

II. SYNOPSIS OF INTENT:

This Special Order is intended to add supplemental information to Pinole Police Department Policy 702. It is not intended to replace any part of Policy 702, merely to provide clarification with regard to the issuance and usage of department issued cellular phones. The addition of cellular phones to the Pinole Police Department will provide officers another tool to help them be more effective in their duties. Additionally, having cellular phones will provide a greater outreach to our citizens and customers, providing a simple conduit to contact the officers.

III. PROCEDURE:

- A. Departmental cellular phones will not be used for personal/off duty usage.
- B. Department issued cellular phones are not to replace the officer's personal cellular phone.
- C. No Apps or other software will be downloaded or utilized on the department issued cellular phones without prior approval of the Chief of Police or his designee.
- D. When duties permit, department personnel are required to respond to and utilize their department issued phones at all times while at work.

III. EFFECTIVE DATE: The effective date of this Special Order is April 26, 2017.

IV. DISTRIBUTION:

- 1. All Personnel
- 2. Squad Room Board
- 3. Special Order Binder

By Order of:

Neil H. Gang
Chief of Police