

CITY OF WEED

Volunteers in Policing



Handbook

Weed Police Department
Updated September, 2007

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WEED POLICE DEPARTMENT

Preface

The business of the Weed Police Department is law enforcement. Addressing the needs of our community in a manner which is morally, ethically, and legally correct requires a level of professionalism that is above reproach. Our success is dependent on how well we meet our responsibilities to the citizens of Weed.

We recognize community involvement as an important obligation and a crucial component in reaching our stated objectives. To this end, we actively seek the services of citizen volunteers within our organization.

Volunteers bring a wealth of skills acquired through education and experience. By matching their skills with department needs, we can utilize a resource that will improve our effectiveness and efficiency. In return, we will create and maintain an environment where everyone is provided the opportunity to develop to his or her maximum potential.

MISSION STATEMENT

The Mission of the City of Weed is to enhance the quality of life for its citizens, encourage community pride, understand the social needs of the community and its employees, and promote the economic well-being of the city through personal commitment and responsibility.

Each city employee will achieve this through commitment and dedication in:

- Providing quality service to the citizens of Weed
- Recognizing that the citizens of Weed are our customers
- Practicing service in all that we do
- Being financially responsible with resources and time
- Being part of a team, open to new ideas, and willing to share ideas and solutions to problems
- Taking pride in what we do
- Participating in personal and professional growth experiences
- Addressing difficult situations as quickly as possible
- Being involved in the community in which we serve

As city representatives, we are striving to make the difference between a good organization and an excellent one. We take pride in the City of Weed, the citizens we serve and in the accomplishments of our fellow employees.

VOLUNTEERS CONFIDENTIALITY STATEMENT

I understand that, in the course of my volunteer work with the Weed Police Department, I may work with clients, employees, and other department information, which may be confidential in nature. I understand that no information concerning clients, employees, volunteers, or any other information concerning department activities and operations is to be discussed, publicly or privately, unless approved for distribution by the Chief of Police.

I understand that the failure to follow the above stated guidelines is reason for immediate dismissal.

Volunteer Signature

Date

Member Signature

Date

VIP Staff

GENERAL OVERVIEW OF THE CITY OF WEED

CITY COUNCIL

Chuck Sutton, Mayor
Dave Pierce, Mayor Pro Tem
Mel Borcalli, Councilmember
Jerry Broomfield, Councilmember
Leo Sartor, Councilmember

DEPARTMENTS

Administration:

Earl Wilson, City Manager
Debbie Salvestrin, City Clerk

Finance:

Kelly McKinnis, Director
Payroll, utility billing, accounts payable, accounts receivable, business
license, yard/garage sale permits

Public Works:

Craig Sharp, Director
Sewage, roads and signs, vehicle maintenance, disposal pickup, water, park maintenance,
building maintenance.

Fire:

Darin Quigley, Chief

Fire calls, first responder, medical aid calls, burn permits, business inspections

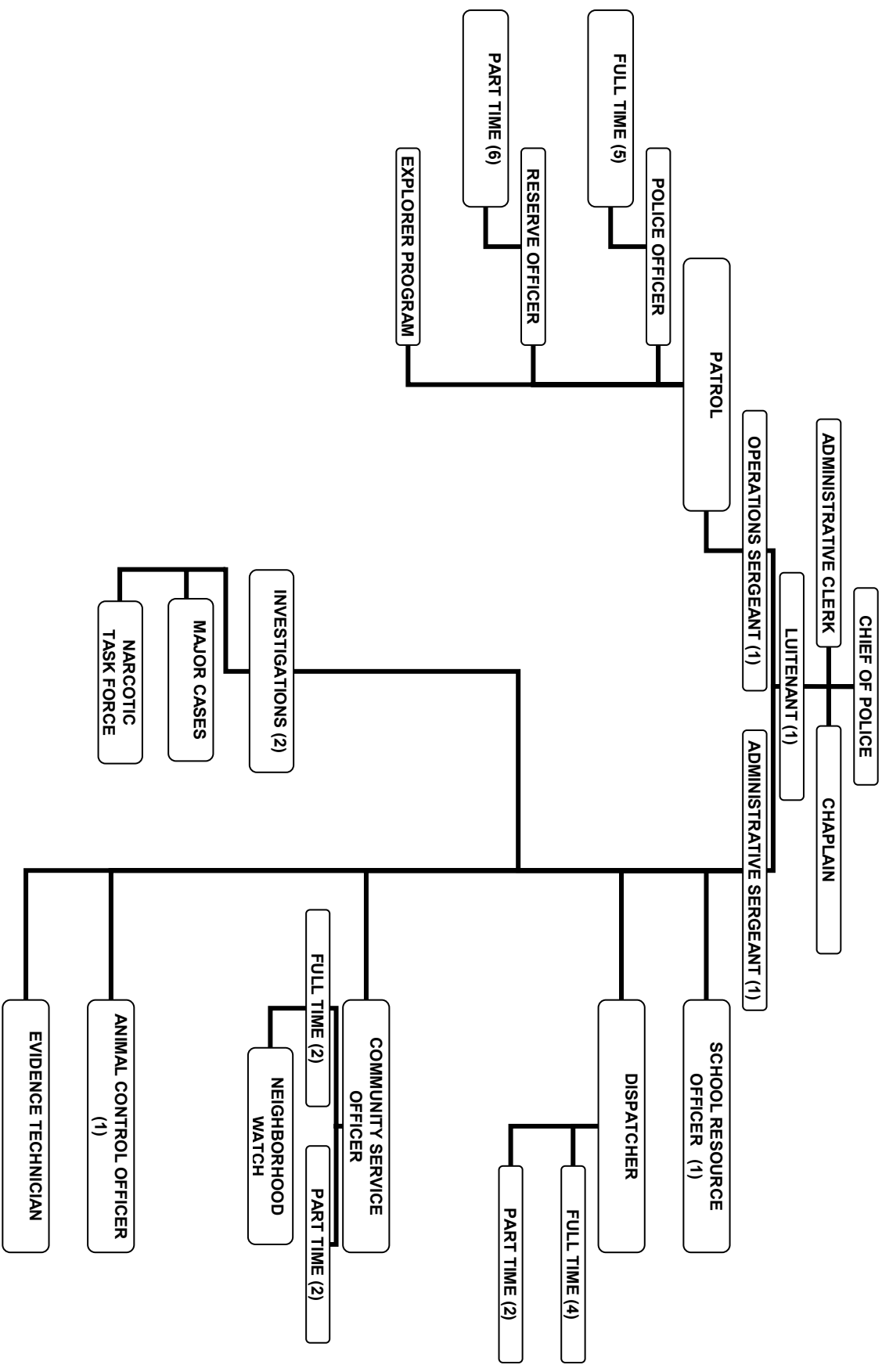
Police:

Martin Nicholas, Chief

Enforcement of state, federal, and local laws,
animal/environmental control, emergency services, dispatch, crime prevention programs,
juvenile diversion programs, records, protection of life and property

Jim Cummings, Investigator **(Staff member-VIP Program)**

Mark Mazzoni, CSO **(Staff member-VIP Program)**



CRIME PREVENTION VOLUNTEER

As a Crime Prevention Volunteer, I acknowledge that I am not:

1. An employee of the Weed Police Department.
2. To lead the public to believe I can provide services other than what is in my job description.
3. To repeat any confidential information I may become acquainted with by any means.
4. To act as a Law Enforcement or Community Service Officer under any circumstances.

Volunteer's Signature: _____

Date: _____

**CITY OF WEED POLICE DEPARTMENT
AGREEMENT AND RELEASE FROM LIABILITY
VOLUNTARY PARTICIPATION**

I, _____ acknowledge that I have voluntarily applied to the Police Department of the City of Weed in community police work within the City of Weed under the supervision of a member of the Weed Police Department.

ASSUMPTION OF RISK

1. I AM AWARE THAT PARTICIPATION IN COMMUNITY POLICE WORK IS OFTEN A HAZARDOUS ACTIVITY. I AM VOLUNTARILY PARTICIPATING IN THIS ACTIVITY WITH THE KNOWLEDGE OF THE DANGER INVOLVED. I HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF INJURY OR DEATH, AND VERIFY THIS STATEMENT BY PLACING MY INITIALS HERE, _____

RELEASE

2. As consideration for being permitted by the Police Department of the City of Weed or one of its affiliated organization to participate in this activity and use its or their facilities. I hereby agree that I, my assignees, heirs, distributes, guardians, and legal representatives will not make a claim against, sue, or attach the property of the City of Weed, the Police Department of the City of Weed, or any of the officers, employees, agents, or governing officials of either the city or the police department or of any city or police department's affiliated organizations, for injury or damage resulting from my participation in community police work within the City of Weed under the supervision of a member of the Weed Police Department. I hereby release the City of Weed and the Police Department of the City of Weed, and any of the affiliated organizations of the city or the police department their officers, employees, agents and governing officials from all actions, claims, or demands that I, my assignees, heirs, distributees, guardians, and legal representatives now have or may hereafter have for injury or damage resulting from my participation in community police work within the City of Weed under the supervision of a member of the Weed Police Department.

KNOWING AND VOLUNTARY EXECUTION

- 3. I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS, I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE POLICE DEPARTMENT OF THE CITY OF WEED AND THE CITY OF WEED AND ANY AFFILIATED ORGANIZATIONS OF THE CITY OR THE POLICE DEPARTMENT AND THAT I SIGN IT OF MY OWN FREE WILL.

Executed at Weed, California, on _____, 20__

Signature of Volunteer

Print Name

DECLARATION OF WITNESS

I certify that _____ acknowledged in my presence that _____ [he or she] had read and fully understood the meaning and consequences of the forgoing release, and signed it in my presence.

Executed at Weed, California, on _____ . 20__

Signature of Witness

Print Name:

Print Address:

LAW ENFORCEMENT 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 ideas, dedicating myself before God to my chosen profession: law enforcement.

Weed Police Department Volunteers in Policing Code of Ethics

- To work an average of four hours each week on a schedule acceptable to the department.
- To become thoroughly familiar with the department policies and procedures both written and verbal, set forth by the department as they affect volunteers.
- To protect the confidentiality of all information relating to the department.
- To be prompt and reliable in reporting for scheduled work and to provide the department with an accurate record of hours worked by signing in or out when beginning and ending a duty assignment.
- To notify a **VIP Staff member** for scheduling if unable to work as scheduled. This notice must be given as early as possible to permit reassignment of another volunteer if necessary.
- To attend orientation and training sessions as scheduled and to undertake continuing education when provided by the department, so as to maintain continuing competence.
- To respect the function of the department's paid staff and contribute fully to maintaining a smooth working relationship between paid staff and volunteers.
- To carry out assignments in good spirit and to seek the assistance of the volunteer coordinator before assuming any new responsibilities affecting the department. To exercise caution when acting on the department's behalf in any situation.
- To respect and accept the department's right to dismiss any volunteer for such reasons as poor performance, poor attendance, and unwillingness to accept direction, etc...
- To notify the **VIP Staff Member** in writing at least two weeks in advance of resignation or request for leave of absence from the department's volunteer program.

CONDUCT AND DISCIPLINARY ACTIONS

1. In the event the Police Department receives a complaint from a citizen or other member of the department about your conduct, the department has the right to review your suitability to the Weed Police Volunteers in Policing Program and may cause your dismissal.
2. Any volunteer of the Weed VIP program charged with misconduct does not have the right to appeal to the station/division commander. His/her say is final.
3. Any volunteer found to be under the influence of liquor (the odor of alcohol shall be presumptive evidence) or illegal drug when reporting for duty shall be immediately dismissed.
4. Volunteers will not use any medication causing drowsiness or hampering duties in any way before or while on duty.
5. Volunteers will NOT enter a hazardous situation.
6. Any volunteer found to be involved in a particular illegal activity shall be dismissed and may be prosecuted.
7. At any time the **VIP Program Director** reserves the right to dismiss any volunteer.

LIABILITY

Weed Police Volunteers in Policing should keep in mind the inherent liability placed upon Weed Police whenever on duty. Even though you are an unarmed, non-sworn volunteer, by wearing the uniform you represent the Weed Police Department. The public will judge your actions as positively or harshly as any police officer. You must realize the importance of your conduct in the eyes of the public.

In the event you are named in a lawsuit, Weed Police Volunteers in Policing, by action of the Weed City Council, are protected under and have the same rights as a regular employee. An attorney will be appointed by the city to represent the city and you in a civil action. However, if the act you committed is unlawful or not within the guidelines of the Weed Police Volunteers in Policing, you will not be represented by the city. The City of Weed is self-insured and will cover any injury or disability that may be incurred while you are on duty. Reminder: DO NOT take any law enforcement action! Simply call the information in to the dispatcher and then proceed to a safe place.

Both Weed City Counsel and risk management have provided the following outline:

1. While utilizing a city vehicle, VIP members shall have liability coverage for both bodily injury and property damage for the other party should the volunteer be negligent.
2. Workers compensation coverage for volunteers whom are injured or become ill during volunteer service.

3. General liability should the volunteer be named in a lawsuit.

If you follow the rules and regulations and drive carefully and defensively, there should not be a problem. If you do not understand any of the rules and regulations, it is your responsibility to make sure they are clearly understood, **SO ASK QUESTIONS.**

RULES AND REGULATIONS

1. Rules pertaining to conduct, efficiency, and safety
 - A. Assigned duty.
 1. Average of four hours per week minimum.
 2. Twenty-four-hour notice if unable to report for duty (if other than sudden illness).
 3. Two members on patrol when possible.
 4. Complete assigned shift.
 - B. Conduct.
 1. No more than one-half hour coffee break during any shift (four hours or less)
 2. Common courtesy will be exercised at all times.
 3. No member of the department's volunteer staff shall report for a tour of duty or on duty while under the influence of alcohol or drugs. The odor of an alcoholic beverage shall be considered presumptive evidence.
 4. No medication which may cause drowsiness or which in any way may hamper patrol duties will be used while on patrol.
 - C. Safety regulations.
 1. **DO NOT**, under any circumstances, take any enforcement action-**CALL A SWORN OFFICER.**
 2. **No** form of weapon will ever be carried or employed.
 3. **NEVER** enter a hazardous situation-**CALL A SWORN OFFICER!**
 4. Do not drive by or enter a crime scene without the approval of the Watch Commander.

D. Volunteer Identification.

- 1 All volunteers will be required to carry their department identification card with them at all times when on duty.
- 2 At no time will the badge and/or identification card, or VIP membership, be used by any volunteer in an attempt to gain favorable treatment or gratuities for the volunteer. In addition, VIP identification is not to be used for general; identification purposes such as check cashing privileges.
 - a. Any violation of the provision or any misuse of the badge or identification will be grounds for dismissal from the program and forfeiture of credentials.

II. Use of the department's volunteer patrol vehicle.

- A. Vehicle doors will be locked at all times when left unattended.
- B. No member of the volunteer program shall use the department vehicle for any purpose other than official duties associated with the program.
- C. Volunteers shall have in their own possession a valid California driver's license while operating department vehicles.
- D. No volunteer shall allow any unauthorized person to operate a department vehicle.
- E. Any traffic accident or other damages involving a department vehicle shall be immediately reported to the Watch Commander.
- F. All volunteers are required to attend a vehicle training in-service conducted by the training officer.
- G. Members of the volunteer program are responsible for making certain their vehicle is serviced and parked at the end of each shift.
- H. Any needed repairs are to be reported in writing on the appropriate department form.
- I. Volunteers' personal vehicles are not to be used for official duties.
- J. Members of the volunteer program shall operate the vehicle in a safe manner, obeying all traffic laws, including time limit parking, red zones, no-parking-at-any-time zones, and loading zones.

III. Radios.

- A. The department's radios, mobile and portable, as well as cellular phones are to be used only for essential communications.
- B. Common courtesy and proper radio codes are to be used on the radio at all times. (In an absolute emergency, clear speech is acceptable.)
- C. Use of portable radios.
 - 1. Radios are to be used for assigned patrol duties only.
 - 2. Radios are not to be taken home for any reason.
 - 3. Channel five is the only channel that may be used by the volunteers, unless the Watch Commander approves specific authorization.
 - 4. Portable radios are not to be handled by the antennas.
- D. Any loss, malfunction, or damage to the portable radios will be reported immediately in writing to the Watch Commander, with a copy to the Sergeant responsible for the VIP Program.

IV. Uniforms.

- A. Uniforms, name badges and related equipment are Weed Police Department property.
 - 1. Issued uniforms **must** be returned to the Sergeant in charge of the VIP at the Police Department upon separation from the Weed Volunteers in Policing Program.
 - 2. Uniform regulations.
 - a. Uniforms must be kept clean, pressed, and in good repair.
 - b. Shoes are to be kept clean, polished, and in good repair.
 - c. If uniforms are in need of replacement, contact the Sergeant in charge of the VIP Program.

V. Chain of Command.

- A. All volunteers will report to the Sergeant in charge of the VIP Program and Volunteer Coordinator.

- B. For assignments, volunteers are to report to the Watch Commander or officer in charge.
- C. On a functional basis, immediate equipment and/or personal problems shall be reported to the Sergeant in charge of Volunteers or the Watch Commander.

VI. Unusual Occurrence (not requiring immediate follow-up.)

A. Suspicious circumstances-non-emergency.

- 1. Make note of activity and report to the Police Department for referral to an officer.
- 2. If you have something to communicate but cannot get through on the radio:
 - a. Make observations and notes.
 - b. Go to the nearest telephone and call dispatch.

VII. Confidentiality.

A. This is an absolute requirement.

- 1. The public's trust and the reputation of the Weed Police Department are at stake.

VOLUNTEERS' JOB FUNCTIONS

Traffic control

Traffic control is a function necessary when you need to stop or re-route traffic for various reasons such as traffic accidents, funeral processions, or festivals.

If the volunteers are needed for traffic control, the dispatcher will dispatch you to the desired location (s).

Remember, when conducting traffic control, exercise caution at all times. Do not assume that all vehicles will stop.

1. Always wear the orange vests provided, located in the back of the volunteer vehicle.
2. Approach the intersection with caution and stand where traffic can safely flow by you.
3. Make certain you use correct hand signals, ensuring that traffic is flowing and not stopping.
4. If cones are required, check with the Watch Commander for the placement of the cones.
5. Remember; do not assume vehicles see you. Make sure you are cautious in all traffic situations.

Downtown foot patrol

Volunteers are utilized to patrol the downtown business district to provide visibility and deter would-be shoplifters. Volunteers are asked to make contact with businesses, make friendly inquiries, and ask if the police can be of any assistance.

If citizens have concerns or complaints, the volunteer will write down the complaint and turn it in to the VIP Coordinator.

Radio Procedures

One of the most important functions of a volunteer is to be aware of what is happening around him or her. One way to know what is happening in town is to be sure that everyone listens to the radio.

When coming on shift notify dispatch by stating the following: (**remembering to make sure no one is in the middle of radio traffic**)

Volunteer will say: _____

Dispatch: _____

Volunteer: We will be 10-8 [in service].

Learn the 10-code so you will know what code to use when using the radio.

At first, write down exactly what you want to say, then call in on the radio. The radio will be easier to use if the volunteer listens and practices using it.

Bicycle rodeos

The City of Weed has developed a bicycle safety program. This enhances our visibility and provides a valuable service to the school and to our children in the schools.

1. Bicycle licenses are usually sold at the rodeos. The license application must be completely filled out.
2. The license sticker must be placed on the bike, usually under the seat on the frame of the bike.
3. If the school needs assistance at different stations (bike inspection course) a school official will direct you to the location. Bike inspection forms are in the CSO office.

Crime prevention booths

The Police Department is frequently involved in community events and we are usually asked to provide crime prevention information to the public. In our booths we sometimes provide fingerprinting, Neighborhood Watch information, gang prevention pamphlets, and other materials as we see fit. If volunteers are assigned to a booth, it is helpful for them to become familiar with the information before the event takes place so they can more efficiently and knowledgeably provide the information to the public.

Shifts are usually two to three hours long.

Volunteers assist with setup. Usually a table, some chairs, a television set, a VCR, a pamphlet information stand, and, most important, a canopy.

Other duties as assigned

Other duties can include maintenance on vehicles, crime prevention literature, canvassing neighborhoods, distribution of Neighborhood Watch packets, filing, and making telephone calls. Duties will depend on the need.

Reporting to work

1. When reporting, make sure the proper uniform is worn and is pressed and clean. The issued uniform is the only authorized uniform.
2. Report to the volunteer office for report shift and required equipment
 - a. Radio
 - b. Orange vests for traffic control should be in the vehicle.
 - c. Know which Watch Commander is on duty.
 - d. Be sure to use proper radio procedures when signing on and off.
 - e. Check to ensure your vehicle is in good working order.
3. Remember you and your partner work as a team.
4. If you need to take a break while on duty, use the radio codes: “code 7” plus a location. This will inform dispatch that you are alert but at that location taking lunch or a break. Make sure to go 10-8 after your break.
5. When you have completed your assigned shift:
 - a. Radio in 10-10 to dispatch.
 - b. Make sure your vehicle is fueled before the next shift.

Motorist Assistance Procedure

Effective January 1, 1986 it shall be the policy of the Weed Police Department to stop and assist all disabled motorist or pedestrians in need of any type of assistance, pursuant to Section 20018 CVC.

Volunteers will not attempt assistance. Volunteers will inform dispatch immediately and await further instructions.

Orientation—First Day Checklist

Volunteer's Name

Badge No.

<u>ITEM</u>	<u>Volunteer Initial and Date</u>
1. Introduction to Trainer	_____
2. Introduction to department personnel	_____
3. Tour of Police Department, location and functions of:	
A. Dispatch Center	_____
1. Radio and channels	_____
2. Telephone system	_____
3. Computer terminal	_____
a. Records management systems	_____
b. CLETS computer	_____
4. Silent alarm system	_____
5. Fire and pager system	_____
6. Copy machines	_____
7. Authorized admittance explained	_____
B. Watch Commander's Office	_____
1. Explanation of whom occupies	_____
C. Squad Room	_____
1. Related locker and shower facilities	_____
D. Evidence room	_____
E. Department secretary	_____
F. Jail and booking procedures	_____
G. Report forms	_____

- 1. Location _____
- 2. Types _____
- 3. Uses _____
- 4. Routing _____
- 5. Brief explanation of report format _____
- H. Department files/records _____
 - 1. Case files _____
 - 2. Types, order of, reports—personnel, etc. _____
 - 3. LEADS / CAD / RMS systems _____
 - 4. Divulgence of information form _____
- I. Department bulletin boards _____
 - 1. Daily bulletin _____
 - 2. FBI wanted poster _____
 - 3. Missing persons _____
- J. Chief's office _____
- K. Lieutenant's office _____
- L. Interview room _____
- M. Investigator/Detective office _____
- N. First aid supplies _____
- O. Fire extinguishers and flares _____
(If needed, contact watch commander)
- P. Police vehicles and parking _____
- Q. Tour of city facilities _____
 - A. City Yard _____
 - 1. Location _____
 - 2. How to draw gas _____

3. Vehicle repair procedure

B. City Councilmembers

C. City Manager

D. City Finance Director

E. City Clerk

F. City Attorney

G. Parks/Recreation Director

H. Director of Community Development

I. Public Works

J. Planning

K. Building Inspector

L. Parks and Recreation

1. Location

2. Programs available

M. Public Works

1. Location

2. Programs available

Department uniform and equipment code

A. Uniform system

1. Issued by department

a. I.D. Card

b. City map

c. Patches—Directions

PERSONAL ITEMS FOR VOLUNTEERS

- I. Personal appearance. (The new volunteer shall be made to realize he/she now represents not only himself/herself but also the entire police department. Anything he/she does wrong affects the department as a whole as well as the volunteer as an individual.)
 1. Shoes shined.
 2. Brass polished.
 3. Clothes cleaned.
 4. Well groomed.
 5. Personal hygiene.

- II. Public image. (Trainer will elaborate on the need for good public relations to gain support of public, develop contracts, etc.)
 1. Do not congregate or hang around coffee shops.
 2. Contacts with opposite sex.
 3. Gathering of police vehicles at one location.
 4. Not in full or authorized uniform.
 5. Need for good off-duty as well as on-duty image.
 - a. Public easily recognizes volunteers.
 - b. Public often ready to criticize police.
 6. Good driving habits—"Practice what you enforce."
 7. Develop attitude toward public needs where possible.
 - a. Stalled auto.
 - b. Giving directions.

- III. Relations with fellow volunteers, officers, and supervisors.
 1. Introduced to other personnel.
 2. Most important—by the nature of this job, it is necessary that all officers be ready without hesitation to assist an officer in need of help.
 3. Elaborate on areas where volunteer can make a bad impression.

Radio Procedure

- I. Use of car radio. (It is suggested that the Trainer do all transmitting for the first few shifts to allow a new volunteer a chance to see how the radio is used.)
 1. Proper position to hold microphone.
 2. Use normal voice—be clear, concise, and try to remain calm.
 3. Use of logical, accepted, phonetic alphabet.
 4. Radio on/off switch and squelch control.
 5. Channel selection and uses.
 6. Going “10-8” and “10-7.”
 7. When out of car, place microphone in a position that is readily available.
 8. Brevity.
 9. Accuracy of transmissions.
 10. Be conscious of status of other cars.
 11. Courtesy.
 12. Keep dispatcher informed of your status and location (during activity other than route patrol.)
- II. Radio codes.
 1. By utilizing the 10-code sheet, the Trainer should indicate the most used and important code numbers.
 2. At a time when Trainer feels it is proper, a test should be given to the new volunteer on the radio code.
- III. It is suggested that each new volunteer be taken into the radio room for at least an eight (8) hour period. This should be with the approval of the W/C. The following should be noted.
 - A. Volunteer should be made conscious of multiple responsibilities required of radio dispatcher.
 1. Weed Police radio.
 2. Local government radio.
 3. Fire/ambulance dispatch radio.
 4. Answering telephone—transferring calls.
 5. Point to point radio dispatch cards.
 6. Want-warrant checks.
 - B. Show volunteer computer machine and set-up.
- V. RMS and LEADS systems.
- VI. Trainer will explain procedure for hand radio sign-out (if applicable).

RADIO CODES

10-1	Reception poor	11-44	Coroner's Case, send
10-2	Reception good	11-98	Meet Officer
10-3	Change channels	11-99	Officer needs HELP
10-4	Message received	51-50	Mental case
10-5	Relay traffic	187 PC	Murder
10-6	Busy – stand by	207 PC	Kidnapping
10-7	Out of Service	211 PC	Robbery
10-8	In Service	261 PC	Rape
10-9	Repeat Transmission	288 PC	Lewd and Lascivious
10-10	Off Duty	311 PC	Indecent exposure
10-14	Convoy or escort	415 PC	Disturbance
10-15	Have prisoner in custody	594 PC	Malicious mischief
10-19	Return to your station	20001 CVC	Hit and run (felony)
10-20	What is your location	20002 CVC	Hit and run(misd.)
10-21	Telephone your office	23153 CVC	Drunk driving (felony)
10-22	Disregard last assignment	23152 CVC	Drunk driving (misd.)
10-23	Stand by	10851 CVC	Stolen vehicle
10-27	DDL Information	10852 CVC	Tampering with vehicle
10-28	Registration check	10853 CVC	Malicious Misch. To Veh.
10-29	Check for wanted	23103 CVC	Reckless driving
10-33	Emergency Traffic, clear channel	23152 (c) CVC	Narcotic driving
10-36	Confidential Information	22350 CVC	Speeding
10-42	At Residence	21968 CVC	Drunk Pedestrian (road)
10-97	Arrived at scene	22500 CVC	Illegal parking
10-98	Finished last assignment	22514 CVC	Fire hydrant blocked
Code 2	Urgent, no red light or siren	23109 (c) CVC	Speed Contest
Code 3	Emergency, lights & Siren	23110 CVC	Throwing at vehicle
Code 4	No further assistance needed		
Code 5	Stakeout	ETA	Estimated time of Arrival
6 M (6 Mary)	Misdemeanor want		
6 F (6 Frank)	Felony want		
6 AD (6 Adam David)	Felony want, armed & dangerous		
Code 7	Meal time		
Code 10	Bomb scare		
Code 33	Emergency in progress, clear radio channel,		
	Do not transmit		
	A-Adam	J-John	S-Sam
	B-Boy	K-King	T-Tom
	C-Charles	L-Lincoln	U-Union
	D-David	M-Mary	V-Victor
	E-Edward	N-Nora	W-William
	F-Frank	O-Ocean	X-X-Ray
	G-George	P-Paul	Y-Yellow
	H-Henry	Q-Queen	Z-Zebra
	I-Ida	R-Robert	

NOTE: The most important/most used codes are in bold print.

POLICE VEHICLE OPERATIONS

1. Proper Driving Habits
 - A. Public Opinion
 - B. Defensive driving
 - C. Don't disobey the laws you enforce
2. The Trainer will identify common driving movements during which the majority of collisions involving police vehicles occur.
 - A. Backing
 - B. Parking
 - C. Turning
 - D. Following other vehicles (including police units) too closely.
3. The Trainer will explain how the vehicle is used in normal patrol operations.
 - A. Courtesy
 - B. Speed laws
4. Driving and parking in emergencies.
 - A. How to proceed when assigned to a fire **IF ASSIGNED BY THE WATCH COMMANDER.****
 - 1) Fire trucks at scene usually more important than police vehicles.
 - a. If possible, assist fire trucks through dangerous intersections.
 - 2) Park in positions where needed for traffic control.
 - a. Be mindful of hydrants, hoses, etc.
 - b. Don't park directly in front of structure.
5. The trainer will explain the method and location that each patrol unit is to be parked at the police station.

Remarks:

PATROL PROCEDURES

1. Trainer will identify the geographical/operational boundaries, including:
 - A. County
 - B. City
2. Trainer will explain the block numbering system in Weed:
 - A. Even and odd
 - B. Directional
 - C. North/south, east/west break points
3. Trainer will identify language factors that will contribute to negative response from the public.
 - A. Profanity
 - B. Derogatory language
 - C. Ethnically offensive
4. Trainer will identify those “non-language” factors which would contribute to a negative response from the public.
 - A. Disrespectful attitude
 - B. Officious or oppressive manner
 - C. Tone of voice
 - D. Body language
5. Volunteer may come in contact with the following types of people in stress situations. If you do, call an officer.
 - A. Hostile, angry, or hysterical
 - B. Mentally ill, drunks
 - C. Very young, very old
 - D. Bigots
 - E. Anti-police
6. Trainer will relate the department procedures on news releases.
 - A. Releases through Watch Commander or higher
7. Security Checks.
 - A. How to check a store.
 - 1) Always inform dispatcher if getting out of car
 - 2) Quiet and alert
 - 3) Use of flashlight
 - 4) Observant for attacks on store, etc.
 - 5) Making a game out of tedious job--erratic checking, skip checking, wait and watch
 - 6) Call owners if store open, notify radio dispatcher of situation
 - a. Store information
 - b. When owner should be notified
 - c. Do not enter store alone
 - 7) Suggesting security measures to owner

INTRODUCTION TO CRIME PREVENTION

The following information has been coordinated to expose you to crime prevention as a law enforcement tool. Law enforcement has an important, but by no means solo, part to play in controlling, reducing, and preventing crime. The police are the only visible expression of the community's desire for law and order. If inroads are to be made into the crime problem, law enforcement must join together with the community in a participatory effort directed toward crime reduction. The Weed VIP's are representative of their community, and your assistance in developing crime prevention strategies for various neighborhoods of Siskiyou County has proven invaluable.

Law enforcement must be the catalyst to work with and train citizens to recognize and accept their responsibility for the prevention of crime. This involves explaining the role of law enforcement to the citizen; how criminals are apprehended, "punished" and "rehabilitated," and, most importantly, working with the citizens to instruct them on how to prevent the criminal from applying his or her trade. Your VIP role will be one of education. In addition to patrolling neighborhoods and making observations, you will be asked to make contact with residents and discuss the Weed Police Department's successful Crime Prevention Program. Armed with information on various crime prevention topics, you will act as our department's liaison within the various neighborhoods.

Perhaps, for the citizen, this means a return to the philosophy of the old friendly neighborhood concept where person-to-person contact was the primary trait. Law enforcement must be able to show the citizens that they are their own best force and should be looking out for and depending upon each other. Weed VIP's are a vital link to the community. Ongoing training regarding various crime prevention topics is made available to the VIP.

Because of the increased demands for service placed upon law enforcement due to increasing population and escalating crime rate, the citizen can no longer rely solely upon law enforcement for protection and security. A law enforcement-citizen partnership must be developed, and that is why YOU are so important.

The following information will give you an overview of the Weed Police Department Crime Prevention Unit and the various programs available to our community. In addition, you will see how you as a Weed VIP can assist with safeguarding the neighborhoods within our community.

OVERVIEW OF CRIME PREVENTION

History of Crime Prevention

- A. The concept of crime prevention began in Great Britain in the early 1700s.
 - 1. 1729 Thomas DeVeil's Thief Takers and Informers.
 - a. Used these groups to prevent the commission of crimes and apprehend offenders.
 - b. Groups were paid for convictions, so they often planted evidence.
 - 2. 1748 Henry Fielding's Bow Street Runners.
 - a. Goals were to stamp out existing crime and prevent future outbreaks of crime.
 - b. Methods were: development of a strong police force, organization of an active group of citizens, and action to remove the causes of crime.
 - 3. 1829 Sir Robert Peel – Metropolitan Police Act.
 - a. Field instructions issued to officers stated that the prevention of crime was the “principal objective”.
 - 4. 1950 British National Campaign on Crime Prevention.
 - a. Private funding information campaign on crime prevention.
- B. Crime Prevention in California
 - 1. 1965 Sergeant Jack Kearns, Oakland Police Department.
 - 2. First commercial security ordinance.

Definition of Crime Prevention

- A. “The anticipation, the recognition, and the appraisal of a crime risk and the initiation of some action to remove or reduce it.”
 - 1. The officer's primary responsibility is that of crime prevention.
 - a. Proper crime prevention techniques are aimed at not allowing the crimes to occur in the first place, rather than investigation and arrest after the crime.
 - b. This is a proactive approach, not reactive.
 - c. A crime prevention officer must assess the crime problem in his area and devise ways to prevent further occurrence.

LOCAL PROGRAMS

Neighborhood Watch/Residential crime prevention

- A. Purpose of Neighborhood Watch is to promote neighborhood security by encouraging citizens to observe and report suspicious activity.
- B. Residential security is a three-phase program.
 - 1. Explanation of Neighborhood Watch/residential crime prevention and establish citizens' information network.
 - 2. Citizen instruction on physical hardware for home security.
 - 3. Citizen instruction on method of observing and reporting crime.

Operation Identification

- A. Operation identification provides a method of marking and recording valuables.
 - 1. Engrave California driver's license number on property.
 - 2. Record serial numbers.
 - 3. Photograph items not suitable for engraving.

Additional programs available through Weed Police Department's Crime Prevention Unit.

Bicycle safety

Drug awareness

Child I.D.

Personal safety

Senior citizen safety

IF YOU SEE THE FOLLOWING, IT COULD MEAN A CRIME IS BEING COMMITTED:

- A. **Cars parked with occupants:** This may indicate a person planning a future crime, or a possible getaway car, or merely someone waiting to pick up a friend, or some other non-criminal activity.
- B. **Persons loitering:** A group of people loitering with no apparent reason may bear watching. They may have committed an offense or possibly be contemplating an offense.
- C. **Persons moving from car to car:** A person moving from door to door or car to car could be handing out advertising brochures. He or she may also be looking for open doors, valuables inside vehicles, or keys in the ignition.
- D. **Person whose face shows fear or is blank:** When a person has done something wrong, he or she will often feel that everyone knows about it, which causes him or her to have a guilty expression on his or her face. Also be aware of the person who maintains a “poker face” and avoids looking at the patrol car. This is something often learned in prison and should arouse your suspicion as much as the guilty look, since most people will look at a patrol car as it passes.
- E. **Clerks with frozen expressions:** When passing a business, look at the clerk’s face and observe if he or she shows any unusual expressions not normally noticed.
- F. **Cars driving without lights at night:** This could indicate a person fleeing a crime, a drunk driver, a mechanical problem, or merely an inattentive driver.
- G. **Cars being driven in a damaged condition:** Fresh appearing damage could indicate a possible hit-and-run car leaving an accident scene.
- H. **Persons running:** This may be someone leaving a crime, someone chasing a criminal, or simply a jogger exercising. Look at the surroundings and how the person is dressed for clues.
- I. **Barking dogs:** In a residential area, barking dogs could indicate the presence of unwelcome strangers or persons trespassing or a burglary in progress.
- J. **Flagrant traffic violators:** This could be a drunk driver, a reckless driver, or a person fleeing from the scene of criminal activity. It may also be a medical emergency and the driver is racing to the hospital.
- K. **Drivers that don’t “fit” the car they are driving:** A person not used to a particular vehicle may have trouble operating it. His or her appearance may not match the type of car he or she is in.

- L. **Persons “dressed as a burglar” dresses:** There is no particular attire a burglar may wear, but pay attention to what he or she may be carrying, i.e., screw driver, pliers, pipe wrench, bolt cutters, flashlight, slide hammer, etc. Also look for gloves, ski masks, dark glasses, or other clothing not consistent with the climate.
- M. **Persons with bulges under their clothing:** A person who has nothing to hide will seldom put it under his or her clothing. This could indicate a person carrying a weapon, a shoplifter carrying stolen merchandise, a narcotics offender carrying contraband.
- N. **Cars parked with motors running:** This could indicate a possible getaway car. If nothing else, it is a hazard and should be watched closely.

The foregoing situations should help provide a guideline for things to look for while patrolling. Many other things may attract your attention or appear suspicious while you are out in the community. Pay attention to your senses, be alert to your perceptions, and consider circumstances, which appear unusual as potential criminal activity.

There will be a natural tendency to “rationalize” situations you see. This is human nature. You can

find an excuse for almost any suspicious activity mentioned such as “Oh, he probably bought that package at the store,” or “He’s probably just running to catch a bus.” Be careful not to let yourself fall prey to this trap. It is not the intention here to suggest that every situation you see, which may be similar to an attention getter mentioned above, will result in the detection of a violator. Pay close attention to your senses and perceptions. If you watch and listen to activities, you will see a great deal. There will be many other things that attract your attention. Don’t rationalize situations! You can find an excuse for any type of behavior. If you ignore your surroundings and simply “drive around” without purpose, you will be ineffectual and have problems detecting crime.

Whether a Weed VIP or a neighborhood resident, increased numbers of “eyes and ears” watching out for and reporting suspicious activity will have a positive impact on the quality of life within the city of Weed.

INTRODUCTION TO LAW

The purpose of this section is to acquaint you with our governing laws and judicial system. It is quite possible that you will observe a crime in progress and this information will now give you a basic understanding of what information the officer will need.

CONSTITUTIONAL AMENDMENTS THAT PERTAIN TO LAW ENFORCEMENT

AMENDMENT I: Restrictions on Powers of Congress

(Section #1) Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or of the right of the people peaceably to assemble and to petition the Government for a redress of grievances. Proposed 9/25/1789; Ratified 12/15/1791

AMENDMENT II: Right to Bear Arms

(Section #1) A well-regulated militia, being necessary to the security of a free State, the right of the people to keep and bear arms, shall not be infringed.

Proposed 9/25/1789; Ratified 12/15/1791

AMENDMENT III: Billeting of Soldiers

(Section #1) No soldier shall, in time of peace be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

Proposed 9/25/1789; Ratified 12/15/1791

AMENDMENT IV: Seizures, Searches and Warrants

(Section #1) The right of the people to be secure in their persons, houses, papers, and effects against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

Proposed 9/25/1789; Ratified 12/15/1791

AMENDMENT V: Criminal Proceedings and Condemnation of Property

(Section #1) No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

Proposed 9/25/1789; Ratified 12-15-1791

AMENDMENT VI: Mode of Trial in Criminal Proceedings

(Section #1) In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the state and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in favor, and to have assistance of counsel for his defense.

Proposed 9/25/1789; Ratified 12/15/1791

AMENDMENT VII: Trial by Jury

(Section #1) In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise reexamined in any court of the United States, than according to the rules of common law.

Proposed 9/25/1791; Ratified 12/15/1791

AMENDMENT VII: Bails-Fines-Punishments

(Section #1) Excessive bail shall not be required, no excessive fines imposed, nor cruel and unusual punishments inflicted.

Proposed 9/25/1791; Ratified 12/15/1791

CRIMINAL LAW vs. CIVIL LAW

CRIMINAL LAW: An action that is a crime against the people of the state.

CIVIL LAW: An action against a person.

CRIMINAL LAW	CIVIL LAW
1) The offense is generally against the public.	1) The offense is generally some wrongful act, right denied, or duty breached to an individual person.
2) Theory and purpose of prosecution is to protect society, deter crime, and punish the perpetrator.	2) The theory and purpose of prosecution is for reimbursement for injury or loss suffered. In addition, punitive damages can be sought.
3) There is a presumption of innocence in a criminal proceeding.	3) There is NO presumption of innocence.
4) The amount of proof needed is beyond a reasonable doubt and to a moral certainty.	4) The evidence provided are injuries sustained and money owed.
5) The verdict must be rendered by all the jurors in a jury trial.	5) The verdict may be rendered by a $\frac{3}{4}$ vote of the jury.
6) The fines are disposed to the state.	6) Money judgements are awarded.
7) Only in some cases does the judge approve a settlement before trial.	7) Eighty percent or more of the civil cases settle before trial.
8) The punishments are imposed as fines or imprisonment.	8) The punishment comes in the form of settlements and occasionally imprisonment (only for contempt).

CALIFORNIA COURT SYSTEM

The judicial power of the United States shall be vested in one Supreme Court and in such inferior courts, as the Congress may deem necessary.

1. **CALIFORNIA JUDICIAL STRUCTURE:** state, district, superior, municipal, justice courts.
2. **PURPOSE OF THESE COURTS:** Insure rights, protect society, settle disputes, impose punishments, and impose judgments.

The following is a breakdown of California court's structures and functions:

1. **SUPERIOR COURT** is authorized by the state constitution. The rest of the cases are tried here. This court acts as an Appellate Court on decisions of Municipal and Justice Courts.
2. **DISTRICT COURT OF APPEAL** is authorized by the state constitution, is designed to relieve the Supreme Court of the heavy case load of appellate litigation, and handles all appeals from the Superior Court except cases where the death penalty has been assessed.
3. **SUPREME COURT** is authorized by the constitution and includes one Chief Justice and six Associate Justices. Vacancies are filled by the Governor but are subject to confirmation by the Commission on Qualifications. Death penalty cases are automatically accepted on appeal.

BAIL

The sole purpose of bail is to insure the appearance of the defendant in court on the specified date and time. All crimes and infractions are allowed bail in the State of California except when ordered on a Warrant of Arrest that the defendant not be admitted to bail. Bail is generally posted prior to the defendant's appearance in court on the charges pending. An own recognizance (O.R.) bail can be ordered. If no bail has been set, the jail can establish bail. The arresting officer or jail can contact the judge for an increase or reduction in bail.

COURT SYSTEM PROCESS

1. **ARRAIGNMENT.** The defendant is advised of charges, right to counsel, right to trial by court of jury, right to plead guilty or not guilty.
2. **GUILTY PLEA.** The defendant is advised on charges and punishment. The officer's report is used to establish the commission/omission of a crime. Sentencing date is set, then the case is usually sent to probation for a report and recommendation. Counsel may represent defendant at all stages. Sentencing may be pronounced at the time of entering a plea.
3. **NOT GUILTY PLEA.** A trial date is set, subpoenas issued, the defendant chooses trial by jury or court and is read his or her civil rights. Defendant could be released on bail or remanded to custody depending on the circumstances.

ELEMENTS OF A CRIME

Penal Code Section 15 defines a crime or public offense as an act committed or omitted in violation of a law forbidding or commanding it and to which is annexed, upon conviction, any of the following punishments:

1. Death
2. Imprisonment
3. Fine
4. Removal from office; or
5. Disqualification to hold and enjoy any office of honor, trust, or profit in this state.

In order for an act to constitute a crime under California Law, the following elements must be established:

1. An act which is forbidden by law. Thought alone does not constitute an act; however, the act requirement can be established by speech, i.e., challenging a fight is a violation of Penal Code 415: Peace Disturbance.
2. Through failure to act. Failure to support laws, obey laws, pay taxes, aid an officer when requested, and passive participation in some forbidden acts can also constitute a crime.
3. The act or failure to act must be in violation of written law, which affixes one of the designated punishments upon conviction.
4. Most penal statutes define the punishment immediately after the definition of a particular crime.

DEGREES OF CRIMES

FELONY: Criminal act, which is punishable with death or by imprisonment in the state prison. (PC 17)

MISDEMEANOR: Crime below felony in terms of seriousness and punishable by imprisonment in county jail not exceeding six months or by a fine up to \$1000. (PC 19)

INFRACTION: Not punishable by imprisonment. A fine punishment is used. Not entitled to a trial by jury, no public defender, a citation is issued in lieu of arrest. The only way to be arrested on an infraction is to refuse to sign the citation, failure to appear in court, or failure to comply with requirements of the citation.

CORPUS DELICTI: **(Latin: Body of a Crime):** Prior to an arrest for any crime the Corpus Delicti must be established. The Corpus Delicti of every crime consists of all the elements of that crime as they are specified in the statute defining the crime, plus one or more person's culpability. It must be proven that the act was committed by human hand, not by animals or natural causes. Identity of the perpetrator is never a part of the Corpus Delicti of any crime.

ELEMENTS:

1. The commission of a prohibited act, or failure to perform a required act, by one or more human beings.
2. The presence of a designated state of mind (general or specific intent, or criminal negligence) to distinguish the crime from an accident, mistake of fact, etc.
3. The union of the prohibited act or omission with the required state of mind.
4. In some crimes it must be established that the prohibited act or omission was the legal cause of the injury that the law seeks to prevent. (Example: If "A" knocks "B" into the street during a robbery and "B" is hit and killed by a passing vehicle, "A" would be guilty of "B's" murder, even though "A" did not actually commit the murder. "A" is not the actual cause of death, but is the legal cause of the injury that the law seeks to prevent. Accordingly, the law recognizes that if it were not for the unlawful act of "A" (the robbery), "B" would not have been killed.
5. At the preliminary hearing, which is a hearing to determine if the crime charged has actually been committed, and if there is sufficient evidence against the suspect to bind him or her over for trial, the first thing the state must establish is the Corpus Delicti of the crime(s) charged. In California the Corpus Delicti can be proved with a bare minimum of evidence, i.e. a murder conviction held where the body was never found. Only the guilt of the accused must be proven solely on the basis of an extra judicial admission or confession. The proceedings will stop and the case dismissed if all the elements of a crime cannot be proven.

PARTIES TO A CRIME (Principal, Accessory, or Accomplice)

1. **Principal in any crime (PC 31)** is all persons concerned in the commission of a crime, whether it is a felony or a misdemeanor, i.e.,
 - a. Whether they directly commit the act or aid and abet in its commission,
 - b. May not be present but have advised or encouraged its commission,
 - c. Counseling, advising, or encouraging children under the age of 14 years, lunatics, or idiots to commit the act,
or
 - d. By causing a person to commit a crime: using fraud, force, getting a person drunk, threats, command, or menace.
2. **Accessory to the crime (PC 32)** applies only to felonies. Any person who harbors, conceals, or aids a suspect to avoid or escape from arrest, trial, conviction, or punishment, and has knowledge that the person has committed, was charged with, or was convicted of a felony.
3. **Accomplice in any crime (PC 1111)** is a person who assisted in the crime. This person can be charged with the identical offense charged against the principal.

CRIMINAL INTENT (General, Specific, Transferred, and Negligence)

In every crime or public offense, there must exist a union or joint operation of act and intent or criminal negligence (PC 20). There are four types of criminal intent (state of mind during the commission of a crime).

1. **General Intent** is when the accused merely intended to do the unlawful act, even if he or she did not intend or even know that he was violating the law. For example, when a motorist fails to stop for a red light, the law automatically presumes the necessary general intent and makes no difference that the accused did not intentionally fail to stop, or even that he or she didn't know that he or she was required to stop. No specific state of mind must be established for General Intent.
2. **Specific Intent** requires a particular designed state of mind, which must be proven, with all the other elements of a crime. Intent to do an unlawful act not necessarily the intent to cause the consequence of the act.
3. **Transferred Intent** can be transferred from one object to another, i.e., Tom shoots at Bob with the intent to kill him, but misses and kills Chuck. Tom would be guilty of murder even though he did not have the specific intent to kill Chuck.
4. **Criminal Negligence** is the failure to exercise a degree of care or safety of others. To constitute a crime there must be the act and intent – mere criminal negligence becomes intent.

PROBABLE CAUSE:

Defined as the **“Fact or apparent facts; viewed through the eyes of the experienced officer, which would generate a reasonable belief that a crime has been committed.”** (Reasonable Man Doctrine)

1. Elements: Reasonable suspicion, something out of the ordinary happening, activity is related to a crime, the person to be detained is connected with the activity. (Example: Numerous vehicles are seen at a residence. The subjects are inside the residence, but only for a short period of time. The same vehicles and subjects are seen there all the time. Having a citizen log license numbers, dates and times can build Probable Cause to stop and F.I. (field interrogation) or give added information for obtaining a search warrant for a variety of possible unlawful activities.)

SEARCH AND SEIZURE

The State and Federal Governments have set guidelines for search and seizure procedures. Searching is defined as looking for evidence. Seizing is taking physical custody of the evidence. The Fourth Amendment of the United States Constitution protects against unreasonable search. The Fifth Amendment protects against self-incrimination and the Fourteenth Amendment guarantees due process of law.

The Exclusionary rule or “Fruits of the Poison Tree Doctrine” states that any piece of evidence not seized or searched for properly makes all evidence after that inadmissible. No Evidence, No Corpus Delicti!

Basic methods of Search and Seizure are consent, probable cause, arrest (in field, limited to officer safety and jail), emergencies, abandonment, parole, or probation situations.

CITY OF WEED

DISCRIMINATION AND SEXUAL HARASSMENT POLICY AND COMPLAINT PROCEDURE

The City of Weed is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the City of Weed maintains a strict policy prohibiting unlawful discrimination, including sexual harassment. This policy prohibits discrimination and harassment in any form, including verbal, physical and visual.

This policy is specifically written to ensure compliance with the general provisions of the Fair Employment and Housing Act, specifically Government Code Section 12940 (a), (h) and (i). It applies to all employees, supervisors and managers. It also applies to official representatives, persons providing volunteer services, and those who have or who are entering into a business relationship with the City (including individuals providing services pursuant to a contract).

DISCRIMINATION: No person, as listed above, shall be discriminated against on the basis of race, color, sex, sexual orientation (actual or perceived), religion, marital status, national origin, age, medical condition or handicap (that does not preclude the person from being able to perform the essential functions of the job with reasonable accommodation).

Sexual Harassment includes many forms of offensive behavior which include, but are not limited to, the following:

- 1) Unwelcome sexual advances or propositions.
- 2) Offering employment benefits in exchange for sexual favors.
- 3) Making or threatening reprisals after a negative response to sexual advances.
- 4) Visual Conduct: leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, posters or pamphlets, suggestive or obscene letters, notes or invitations.
- 5) Verbal Conduct: making or using derogatory comments, epithets, slurs and jokes.
- 6) Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body or sexually degrading words used to describe an individual.
- 7) Physical Conduct: touching, assaulting, impeding or blocking movement.

COMPLAINT PROCEDURES:

The City of Weed will make every effort to thoroughly investigate any and all complaints of discrimination and sexual harassment. If employees or volunteers believe that they have been subjected to discrimination or sexual harassment by a co-worker, other volunteer, supervisor, manager or other agent of the City, they should follow these procedures if seeking remedy through City channels:

- 1) Employees/volunteers alleging a violation of this policy should discuss the problem with either the offending party or the immediate supervisor in an effort to reach a rapid solution. Often the problem may simply be a misunderstanding or lack of communication. An employee/volunteer may be unaware of the fact that his or her behavior is perceived by others to be discriminatory or harassing. An informal discussion will resolve the problem in many instances. If the offending party is the immediate supervisor, employees/volunteers should present the complaint to the next level of supervision.
- 2) Employees/volunteers who are considering filing formal complaints should submit a written statement that documents all issues relating to the complaint, including:
 - a) Dates and times the alleged harassment occurred.
 - b) Situations where the alleged harassment occurred.
 - c) Names of the parties involved.
 - d) Names of any witnesses to the allegation.
 - e) Exact details surrounding the nature and context of the alleged violation. An integral aspect of the statement should be the employee's or volunteer's determination of the nature of the problem.
 - f) Recommendations for a solution.
- 3) Supervisors are to respond within 24 hours to investigate alleged discrimination or sexual harassment. Steps must be taken to stop any further violation and to prevent any negative effects of the violation. In addition, all aspects of the complaint and investigation shall remain as confidential as possible. The required immediate action will consist of the following procedures:
 - a) Complainants will be fully informed of their rights.
 - b) The investigation will be immediate, thorough, objective and complete. All those with information on the matter should be interviewed. A determination should be made and the results communicated to the complainant, to the alleged violator, and, as appropriate, to all others directly concerned.
 - c) If proven, there will be prompt and effective remedial action. First, appropriate action should be taken against the violator and communicated to the complainant. Second, steps will be taken to prevent any further violation. Third, appropriate action shall be taken to remedy the complainant's loss, if any.
 - d) The Personnel Office shall be informed of the complaint, the progress of the investigation, and the proposed resolution of the allegation.
- 4) Complaints not resolved by the above process should be presented to the City Manager, as Personnel Officer, for investigation and resolution. The City Manager shall proceed to immediately investigate the allegations, determine the facts and take appropriate action.

As an alternative, employees/volunteers may select any management employee in City service or one of their employee association representatives to present the complaint to the City Manager for investigation on their behalf.

- 5) If the complaint is directed against the City Manager or involves circumstances which the City Manager considers could conflict with an impartial analysis, the allegation will be referred to the City Attorney who shall recommend to the City Manager the process in lieu of use of the City Manager as herein provided.

Employees/volunteers who believe that they have been discriminated and/or sexually harassed may, within one year of alleged violation, file a complaint of discrimination with the California Department of Fair Employment and Housing. The Department serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If the

Department finds evidence of discrimination/harassment and settlement efforts fail, the Department may file a formal accusation against the employer and the alleged violator. The accusation will lead to either a public hearing before the Fair Employment and Housing Commission or a lawsuit filed on the complainant's behalf by the Department.

CONCLUSION:

The City of Weed must protect its employees/volunteers from all forms of discrimination and harassment. Employees/volunteers or other agents of this City may be subject to disciplinary action if it is determined that they have:

- 1) Harassed another employee/volunteer, either on or off duty.
- 2) Retaliated against a complaining employee/volunteer.
- 3) Submitted a capricious or malicious complaint.

City of Weed employees, volunteers, Council members and other agents of this City shall receive a copy of this policy. It shall be posted at all work locations and shall remain posted until revisions of pertinent laws necessitate its replacement.

VOLUNTEERS IN POLICNG ROSTER

