

MISSION STATEMENT	4
INTRODUCTION.....	5
I. CHAIN OF COMMAND	6
II. PARTICIPATION REQUIREMENTS	7
III. REGULATIONS	8
IV. TEAM STRUCTURE.....	11
The C.O.P. Unit	11
V. TEAM MEMBER DUTIES	12
C.O.P. Coordinator	12
Team Leader	12
Co-Team Leader	13
Scheduler.....	13
Equipment Manager.....	13
Field Training Officer.....	13
Team Member	14
Administration	14
VI. LIABILITY AND CONDUCT.....	15
Liability.....	15
Conduct.....	15
VII. DISCIPLINE	17
Oral counseling/Letter of Understanding/Counseling	17
Written reprimand.....	17
Suspension	18
Removal	18
VIII. OPERATIONS	19
IX. VEHICLES	21
Vehicle Equipment.....	21
Inspection.....	21

	Driving	22
X.	UNIFORMS	24
	Mandatory Items	24
	Shirt	24
	Shoulder.....	24
	Nameplate.....	24
	Pants	24
	Belt	24
	Socks.....	24
	Footwear	24
	ID card	24
	Necktie.....	24
	Collar bars.....	24
	Optional Items.....	25
	White polo shirt	25
	Navy blue shorts	25
	Handcuff cases.....	25
	Wool sweaters.....	25
	Turtle neck sweater.....	25
	Baseball caps	25
	Navy blue jacket	26
	Equipment	26
	Uniform Classification.....	26
	Class A.....	26
	Class B.....	26
	Class C.....	27
	Class D.....	27
	Grooming	27
XI.	PATROL PROCEDURES	28
	Patrol skills.....	28
	Observation and perception	28
	Descriptions	29
	Persons.....	29
	Clothing	30
	Vehicles	30
	Personal safety	31
	Media	31

XII.	RADIO COMMUNICATIONS	32
	When to use the radio	32
	Radio Usage	32
	Radio Procedures	33
	Radio Codes	33
	Log on/off procedures.....	34
	Phonetic Alphabet.....	34
XIII.	TRAFFIC CONTROL.....	35
	Purpose.....	35
	Controlling Traffic.....	35
	Methods of Control.....	36
	To start traffic.....	36
	To signal for turns	36
	Special Case Traffic Control.....	37
	Intersection control.....	37
	Cone Patterns.....	37
	Flare patterns.....	38
	Barricades and Barrier Tape.....	38
XIV.	COURTROOM TESTIMONY	40
	Subpoena.....	40
	Testimony	40
XV.	REFERENCE MATERIAL.....	41

MISSION STATEMENT

The primary mission of the Fresno Police Department's Citizens on Patrol Unit is to reduce crime, improve the quality of life through the development of community awareness and to form a partnership between the community and the Police Department.

INTRODUCTION

Law enforcement has an important role in controlling, reducing and preventing crime. The Fresno Police Department is a visible expression of the community's desire for law and order. However, if inroads are to be made into the crime problem, law enforcement must join together with the community in a participatory effort directed towards crime reduction.

The City of Fresno's law enforcement team consists of the Police Department, Citizens on Patrol, Neighborhood Watch and other volunteer groups as needed.

The Citizens on Patrol (C.O.P.) Unit is a high-visibility, non-confrontational volunteer group which has been formed to help reduce and prevent crime in the City of Fresno.

The primary tasks of C.O.P. will be to provide crime deterrence through high-visibility patrols, report in-progress crimes, document suspicious persons or activities and/or unsafe conditions within an assigned patrol area. C.O.P. members will provide operational assistance to on duty department members.

Citizens on Patrol members should keep in mind the inherent liability placed upon the City of Fresno whenever on duty. By wearing the uniform and patrolling, members represent the Fresno Police Department. Members' actions will be judged by the public as positively or as harshly as those of any police officer.

I. CHAIN OF COMMAND

Each Policing District and the Traffic Unit shall be assigned a team of C.O.P. volunteers and will have primary responsibility for administration and operation of their C.O.P. programs. As such, each C.O.P. member is responsible to follow the chain of command within their area of assignment.

CHAIN OF COMMAND

CHIEF OF POLICE

DEPUTY CHIEF OF FIELD OPERATIONS

DISTRICT COMMANDER (Captain)

OPERATIONS COMMANDER (Lieutenant)

SHIFT SUPERVISOR (Sergeant)

PRIMARY OFFICER

TEAM LEADER

II. PARTICIPATION REQUIREMENTS

1. **Persons participating in the Citizens on Patrol Program must:**
 - A. Be at least twenty-one (21) years of age.
 2. Possess a valid Californian Driver's License. Applicants must also have and maintain a satisfactory driving record.
 - C. Have no felony convictions.
 3. Have no misdemeanor convictions within two years of filing application.
 - E. Possess competent written/verbal English skills.
 - F. Successfully complete the Fresno Police Department's Citizens on Patrol Academy and an oral interview.
 - G. Attend a monthly District Team meeting.
 - H. Attend a monthly C.O.P. meeting.
 - I. Perform 16 hours of service each month.

- J. Pass background check.
- K. Be in good physical condition and have a physician-signed medical waiver.

III. REGULATIONS

1. C.O.P. members will adhere to the policies and procedures as set forth in the Fresno Police Department's Citizens on Patrol Manual.
2. C.O.P. members will operate in full compliance with the laws of the State of California, the ordinances of the City of Fresno and any other written procedures supplied by the Fresno Police Department.
3. C.O.P. members will not conduct business, or create debts in the name of the City of Fresno, nor the Fresno Police Department, unless authorized by a Department Supervisor.
4. C.O.P. members are not peace officers. At no time shall a member of this program indicate, or infer, that he/she has any more authority than the average citizen.
5. **NO WEAPONS OF ANY KIND ARE TO BE CARRIED WHILE ON DUTY. THE DEPARTMENT ISSUED O.C. SPRAY IS THE ONLY EXCEPTION.**
6. C.O.P. members shall behave in a professional manner at all times. Foul language, or any behavior that brings discredit to the City of Fresno or Fresno Police Department is strictly prohibited.
7. Derogatory comments, ethnic/sexual humor or other actions regarding age,

race, creed, religion or any personal attribute is strictly prohibited.

8. C.O.P. members will wear the authorized uniform as designated by the Fresno Police Department. The uniform will be neat, complete and clean at all times.
9. The uniform may be worn only on duty and going directly to or from an assignment. The uniform shall be purchased by C.O.P. members.
10. Any person reporting for duty with the odor of an alcoholic beverage on his/her breath, or under the influence of alcohol or any drug which may impair his/her ability to perform the duties as required will not be allowed to complete their shift.
11. At no time will any member pursue, make contact with, or become involved in the physical arrest of a suspect.
12. C.O.P. members are not first responders.
13. Level 1 C.O.P. members consists of Team Leaders, Co-Team Leaders and those designated by District Commanders, or their designee. Level 1 C.O.P. members may patrol as a solo unit.
14. Level 2 C.O.P. members are civilian volunteers who have completed the Citizens on Patrol Academy. Level 2 C.O.P. members shall only work as a double unit while on patrol. When directed by their District Commander or designee, Level 2 C.O.P. members may operate as a solo unit at special events and emergency call-outs.
15. C.O.P. members shall not enter private property without permission, or being dispatched.
16. C.O.P. members are eligible to go on ride-alongs with Fresno Police Officers generally once per calendar year. Additional ride-along's may be scheduled for exceptional members with approval from their District Commander, or designee.
17. C.O.P. members who are inactive for *four* months or longer will be released

from the program. He/she must re-apply to the C.O.P. Academy before being allowed to return.

18. Leave of Absences will be granted, however, the *four*-month cap will still apply.
19. Should a member resign or be dropped from the program, he/she will return all city-issued property within ten days or face legal action.
20. Members shall treat all other members with the utmost respect and shall be civil, courteous and professional in their relationships with one another regardless of rank or assignment.
21. Members from a District may patrol with a member from a different District if one is not available in the area that they are assigned to. Arrangements must be made through the Team Leaders.
22. C.O.P. identification badges must be renewed every year. The expired badge must be returned to the C.O.P. Coordinator before a new badge is issued. If the existing badge is lost, the volunteer must state so in writing before a new badge can be issued.
23. In the event of an on-duty injury, the Field Supervisor must be notified immediately. The District Commander or their designee must be notified within 24 hours.
24. Gratuities shall never be accepted by any C.O.P. member.
25. Confidential personnel issues shall not be discussed among volunteers.

IV. TEAM STRUCTURE

1. The C.O.P. Unit will consist of six teams:
 - A. Traffic Team.
 - B. Five Patrol Teams; one for each Police District.
2. The Traffic Team, under the direction of the Traffic Unit Commander or their designee, will:
 - A. Provide personnel for radar traffic control and surveys at schools and other sites as selected by the Supervisor of the FPD Traffic Unit.
 - B. Provide service to the District Stations by delivering supplies and mail.
 - C. Provide flares and supplies to major accident and disaster scenes as requested.
 - D. Provide assistance to the Patrol Team Leaders when requested for special details and events.
5. Provide patrol duties only at the direction of the Traffic Unit Supervisor.
3. The C.O.P. District Teams, under the direction of the District Commander or their designee, shall be structured as follows depending on the needs of the Team and the number of Team Members:
 - A. A Team Leader and Co-Team Leader.

4. The following assignments will be made at the discretion of the Team Leader as needed and depending upon the availability of personnel:
 - A. Scheduler, Equipment Manager and Administration.

V. TEAM MEMBER DUTIES

1. C.O.P. COORDINATOR

- A. Training
- B. Recruitment.

2. TEAM LEADER

Appointed by the District or Traffic Unit Commander. May be re-appointed after one year and are subject to change at the discretion of the Commander.

- A. Supervise team members and team activities.
- B. Develop members through observation, training, and insure compliance with the Department and C.O.P. policies/procedures.
- C. Conduct monthly team meetings.
- D. Insure Team Members are aware of all city-wide C.O.P. activities and events.
- E. Maintain contact with his/her Commander.
- F. Maintain contact with other Team Leaders and work with other Teams on joint projects/training.
- G. Submit time sheets/duty logs no later than the 5th of each month for the period covering the previous month.
- H. Insure that all administrative duties have been completed.

3. **CO-TEAM LEADER**

Nominated by the Team Leader and approved by the District or Traffic Unit Commander, or may be appointed by the Commander.

- A. Assist the Team Leader.
- B. Assume the Team Leader duties in the event of his/her absence.

4. **SCHEDULER**

- A. Maintain a log of duty assignments of the Team Members.
- B. Schedule individual Team Members for duty assignments.
- C. Maintain a log of the times/dates when individual Team Members will not be available for volunteer assignments.

5. **EQUIPMENT MANAGER**

- A. Maintain an inventory of all equipment issued to the Team.
- B. Maintain a record of required vehicle maintenance and insure that the team vehicles are transported to the City Maintenance Shop as needed.
- 3. Supply team vehicles with proper equipment.

6. **DISTRICT FIELD TRAINING OFFICER**

- A. Be appointed by the Team Leader and District Commander.
- B. Will provide new members with thorough training in F.P.D./C.O.P. policy and procedures, as directed by the District Commander.
- C. C.O.P./F.T.O. Program training will be provided by Patrol Support

Division/C.O.P. Coordinator upon request of District Commander.

2. **TEAM MEMBER**

- A. Perform a minimum of 16 hours service time each month within their district of assignment.
- 3. Attend monthly training and team meetings.
- C. Must complete and submit a time sheet at the end of each month for each detail.

8. **ADMINISTRATION**

- A. Insure that duty logs, time sheets, special event reports are completed and submitted to their District Sworn Supervisor in a timely manner.
- B. Maintain a log of the hours performed by Team Members.
- C. Maintain a file of all correspondence which may be generated regarding a Team.

VI. LIABILITY AND CONDUCT

1. LIABILITY

- A. C.O.P. members, as representatives of the Fresno Police Department, can be held liable for illegal, inappropriate or negligent behavior.
- B. Intimidation or threats of physical harm to coerce any person to cooperate or confess to a crime will taint any criminal case. This may result in a civil action against the offending party.

2. CONDUCT

- A. Never enter into a hazardous situation.
- B. The C.O.P Program is not a political program.
 - (1) Members of C.O.P. are prohibited from attending any political function, or participating in any political activity, in uniform unless authorized by a sworn staff officer or higher authority.
 - (2) Members of C.O.P. are prohibited from contacting the Mayor of the City of Fresno, the City Manager, any member of the City Council, any other elected official or a member of their staff concerning the C.O.P. Program unless authorized by a sworn staff officer.
 - (3) If a member of C.O.P. is contacted by a City Council Member, or other elected official, concerning the C.O.P. Program, he/she is to be referred to the Administrative Lieutenant in the office of the Chief of Police.
 - (4) C.O.P. members are not restricted in any way from exercising their political rights concerning any activity which does not effect the C.O.P. Program.

- C. C.O.P. members are expected to attend all training and team meetings. Members will contact their Team Leader in the event that they cannot attend a scheduled meeting and will be allowed up to 3 excused absences in a year. Excessive absences may result in removal from the program. Failure to contact the Team Leader for an excused absence constitutes an un-excused absence. More than two un-excused absences can result in removal from the program.
- D. If a C.O.P. member is arrested or cited for a felony or misdemeanor, their District or Traffic Unit Commander must be notified within 24 hours.
- E. If a C.O.P. member becomes the subject of a restraining order and/or an emergency protective order, their District or Traffic Unit Commander must be notified within 24 hours.

VII. DISCIPLINE

1. In the event the Fresno Police Department receives a complaint from a citizen or other member of the Department about the conduct of a C.O.P. member, an investigation shall be conducted under the direction of their District or Traffic Unit Commander.
2. Members violating their oath and/or trust by committing an offense punishable under the laws or statutes of the United States, the State of California, the ordinances of the City of Fresno, provisions of the C.O.P. Manual, or who disobeys or fails to execute any lawful order, or who are incompetent and/or negligent in performing their duties are subject to counseling or disciplinary action.
3. The Fresno Police Department may take the following corrective measures in any order:
 4. Oral counseling/Letter of Understanding/Counseling.
 - (1) Oral counseling and Letters of Understanding/Counseling are not to be considered as disciplinary actions. They are used when the problem is a lack of understanding of the policies, regulations, procedures and requirements of the position, rather than intentional and unintentional disregard thereof. Letters of Understanding/Counseling are written documentation that the nature of the problem has been discussed with the member and by the member's signature, the member is indicating his/her receipt of counseling regarding the problem.
 5. Written reprimand.
 - (1) A written reprimand is used for minor offenses arising from the intentional disregard of policies, regulations, procedures or requirements of the position. A written reprimand may also include a warning that if the problem persists, removal from the program may result.

6. Suspension.

- (1) Suspension is the temporary removal from the C.O.P. Program for a specified period of time. Members on suspension may not participate in C.O.P. events, but will be required to attend monthly training sessions.

7. Removal.

- (1) C.O.P. members are “At Will” volunteers and can be removed from the program at the sole discretion of the District Commander, Traffic Unit Commander, or their designee.

8. Disciplinary actions shall be documented and permanently retained in the member’s file.

VIII. OPERATIONS

3. C.O.P. members **are not** first responders. At no time will a C.O.P. respond to a call that has not been secured. After arriving to an event that the C.O.P. feels is a threat to his/her safety or is above his/her level of experience, the C.O.P. will advise the dispatcher and leave the scene.
4. C.O.P. members shall not respond to traffic accidents until the scene is secured or unless directed to do so by a Department Supervisor.
5. C.O.P. members shall not transport suspects or arrestees. Volunteers may transport citizens, victims and witnesses following the Department policy and at the request of Officers. A Field Supervisor's approval is needed.
6. Level 1 C.O.P. members shall report directly to the District Field Supervisor at the start of each shift.
7. Level 2 C.O.P. members shall report directly to their Team/Co-Team Leader at the start of each shift. If a Team/Co-Team Leader is not on duty, the member shall report to the District Field Supervisor.
8. The primary function of volunteers is to observe and report suspicious and/or criminal activity. Such actions shall be reported to the dispatcher.
9. If volunteers are approached by citizens reporting a crime, members shall explain they are volunteers only and not authorized to take any enforcement action. If the citizen is reporting an emergency, the volunteer shall contact and advise dispatch. If the citizen wants to report a non-emergency event, they shall be told to call 498-1414.
10. Should volunteers be approached by anyone he/she feels is a threat, he/she shall immediately leave the area and notify dispatch.
11. C.O.P. members are prohibited from taking direct enforcement action when a criminal offense is observed. The volunteer shall notify dispatch.

12. If a criminal offense is observed by a C.O.P. member and Fresno Police Department Officers, or personnel from another law enforcement agency have detained possible suspect(s), the C.O.P. members may be called to make a citizen's arrest in those instances where the offense did not occur in the Officer's presence. Officers on the scene will handle the physical aspect of making the arrest and preparation of all documents.
13. If a complaint is filed by the District Attorney's Office, C.O.P. members may be required to appear in court to testify. If subpoenaed, contact the Department's Court Liaison Office.
- 14.** When a volunteer signs a Citizen's Arrest Form, the C.O.P. member is acting as a private citizen and witness to the incident.

IX. VEHICLES

1. VEHICLE EQUIPMENT

15. The following equipment shall be stored in the vehicle trunk:

- (1) Flares.
- (2) Fire extinguisher.
- (3) Emergency blanket.
- (4) Stuffed animals/blankets for children.
- (5) Fingerprint kit.
- (6) Emergency medical kit.
- (7) Miscellaneous forms.

B. A street guide shall be kept in the vehicle glove box.

2. INSPECTION

A. C.O.P. members shall conduct a visual inspection before operating any Department vehicle. Any scratches, dents, etc., shall be reported to the District Shift Supervisor immediately. All damage must be noted on the District Vehicle Log.

B. C.O.P. members shall conduct a check of all vehicle emergency, communications and mechanical equipment before going into service.

C. Operating deficiencies shall be tagged immediately. Members shall not drive a vehicle with a mechanical problem or any condition which renders it unsafe.

D. When a Department vehicle is damaged as a result of a criminal act, traffic accident or when any vehicle is stolen, it shall be reported to the

District Shift Supervisor immediately.

- E. C.O.P. volunteers shall not use personal vehicles for Department use and shall only drive the marked C.O.P. volunteer vehicles. District Commanders, or their designees may authorize a C.O.P. to use a regular marked police unit when a volunteer vehicle is not available. Magnetic “VOLUNTEER” signs shall be placed on the rear quarter panels of the unit under the word “POLICE.” All Department weapons shall be removed only by a Supervisor or Officer.

3. **DRIVING**

- 1. A valid California Driver’s License must be on all volunteers at all times.
- 2. When operating a Department vehicle, each volunteer is a representative of the Fresno Police Department. Drivers shall be courteous and obey all California vehicle codes at all times.
- 3. Members shall utilize all vehicle safety equipment for which it was designed and as required by law. Drivers of Department vehicles are responsible for the proper use of safety equipment by their passengers, including child safety seats. Use of seat belts is mandatory.
- 4. Members shall not attempt vehicle operations or maneuvers that create an unreasonable hazard to themselves, other people or property. At no time shall a member commit any traffic violation in an attempt to observe or report a suspicious activity or criminal offense.
- 5. C.O.P. vehicles **are not emergency vehicles.**
 - (1) The overhead light bar is for the purpose of alerting traffic to exercise caution. They are not to be used while driving unless you have been directed to do so for traffic control.
 - (2) When in possession of a regular marked police unit, members shall not operate the on-board computer. The red and blue emergency lights may only be operated at the direction of a police officer, and only when the vehicle is at a complete stop.

6. Personal vehicles are not to be used for any official Department function.
7. When leaving the vehicle parked on the street or in a parking lot, the windows shall be rolled up, the doors locked and the brakes set.
8. At the end of each shift, members shall allow sufficient time to fill the gas tank, check engine fluid levels, clean the interior of trash and wash the vehicle.
9. Any traffic accident shall be reported immediately to the Shift Supervisor.
10. C.O.P. vehicles shall only be used by members assigned to the same district as the patrol unit. These vehicles may be used by volunteers from other districts only with the approval of the Team Leader that the vehicle is assigned to.
11. Members shall not use Department vehicles for personal/business use at any time.
12. Smoking is prohibited in all city vehicles.
13. The non-driving patrol member will keep the log of all activities and operate the radio during the patrol shift.

X. UNIFORMS

3. MANDATORY ITEMS

- A. Shirt White, short or long sleeve, with two breast pockets with flaps and shoulder epaulets. The military crease may be sewn on the shirt as an option.
- B. Shoulder Standard Fresno Police patch with the “VOLUNTEER” patch banner sewn below the patch.
- C. Nameplate Standard, silver colored, name plate to be worn on the flap of the right breast pocket. First initial and last name to be engraved on the nameplate.
- D. Pants Navy blue, wash and wear, cotton twill. (Dockers or equal.) Jeans are not acceptable. Police pants may be worn.
- E. Belt Black, leather, 1 ½ inch wide, basket weave.
- F. Socks Black
- G. Footwear Black plain toed shoes or boots.
- H. ID card This card will be issued by the Police Department. The ID card will be worn attached to the right flap pocket.
- I. Necktie A black necktie will be worn for formal functions. The clip on type is recommended for safety.
- J. Collar bars Silver collar bars shall be worn by all Team Leaders and Co-Team Leaders. Double bars shall be worn on both shirt lapels by the Team Leader. A single bar shall be worn on both shirt lapels by the Co-Team Leader.

Standard C.O.P. uniforms are required while on duty. Service and award pins, issued by the Department, may be worn, centered, above the right breast pocket of the uniform shirt. F.T.O.’s shall wear a silver F.T.O. pin above the right breast pocket. Without exception, no other pins will be worn on the uniform.

2. **OPTIONAL ITEMS**

- A. A white polo shirt may be worn when participating at a special event with the prior permission of the Director or Coordinator. The Fresno P.D. badge, with the “VOLUNTEER” banner underneath, shall be embroidered above the pocket. The member’s first initial and last name shall be embroidered on the right breast. This garment is not to replace the white uniform shirt worn on patrol.
- B. Navy blue shorts with black shoes and plain black socks, may be worn in the summer for special events. **Shorts may not be worn while on patrol.**
- 3. Black leather, basket weave handcuff cases may be worn to carry gloves or other personal items. Handcuffs may not be carried. Ammunition holders may not be carried at any time.
- 4. Black police style wool sweaters with shoulder and “VOLUNTEER” patches may be worn for winter wear. The Fresno P.D. badge, with the “VOLUNTEER” banner underneath shall be embroidered on the left breast. The member’s name shall be embroidered on the right breast. A large “VOLUNTEER” patch shall be sewn or embroidered to the back.
- 5. A white, long sleeved, turtle neck sweater may be worn under the shirt for winter wear.
- 6. Navy blue baseball caps with the Fresno Police badge embroidered on and centered above the bill. The word “VOLUNTEER” is to be embroidered on the back. Female members may wear a visor in lieu of a cap.
- 7. A black or navy blue jacket with the Fresno Police shoulder patch and “VOLUNTEER” sewn on each shoulder. Your name shall be embroidered on the right front of the jacket. The jacket may be a nylon flight jacket or windbreaker. A large “VOLUNTEER” patch must be sewn or embroidered on the back.
- 8. Pants shall not be worn bloused above the boots.

I. Female members may wear the female style of military necktie.

3. **EQUIPMENT**

The following equipment can be signed out at the Police Department Property Room:

- | | |
|-----------------------------------|------------------------|
| A. #5 key for police buildings. | E. Whistle. |
| B. X-1 key for emergency by-pass. | F. Radio holder. |
| C. Flashlight/Flashlight holder. | G. Pepper spray/pouch. |
| D. Key strap and ring. | H. Pocket note book. |

You must successfully complete pepper spray training before issuance of pepper spray.

4. **UNIFORM CLASSIFICATION**

A. Class A

The Class A uniform shall consist of regulation boots, pants and belt. It shall also include a long-sleeved regulation white shirt and black tie.

The Class A uniform is reserved for formal events and requires the permission of the District Commander.

B. Class B

The Class B uniform shall consist of regulation boots, pants, belt and long or short-sleeved regulation shirt. A V-neck T-shirt shall be worn underneath. The Class B uniform is the standard attire for patrol.

C. Class C

The Class C uniform shall consist of the regulation polo shirt and trousers. The Class C uniform is for special events.

4. Class D

The Class D uniform shall consist of the regulation polo shirt and shorts. The Class D uniform is for special events.

5. **GROOMING**

5. Members shall present a neat, professional and businesslike appearance at all times when on duty.
6. Hair shall be well trimmed so as not to present a ragged or unkept appearance. Male members shall keep their hair at a length no longer than their shirt collar.
7. Facial hair shall be restricted to the wearing of a mustache only. Mustaches shall be neatly trimmed. Mustaches shall not protrude below the upper lip at any give point along the upper lip. The ends of the mustache shall not extend past the bottom of the lower lip.

Exception: Handlebar mustaches shall be permitted as long as the ends of the mustache are kept above the level of the lower lip. Handlebar mustaches shall be moderate in length. No extreme styles or variations are allowed.

XI. PATROL PROCEDURES

1. **Patrol skills**

- A. Observation and perception:
 - (1) The desired C.O.P. objectives are: the prevention of criminal acts, the detection of crimes in progress, the discovery of hazardous conditions and as a result of C.O.P. observation, the

apprehension of criminals. Suspicious behavior to watch for includes:

- a. Cars parked with occupants: This is especially true at night in out of the way locations.
1. People loitering at convenience/liquor stores: This is illegal if a sign is posted in the parking lot prohibiting such actions. In the evening, loiterers could be looking to make a drug deal or waiting for the right person to rob.
2. Persons moving from vehicle to vehicle: This individual could be looking for a vehicle to steal or burglarize.
3. Clerks with frozen looks on their faces: Workers in fast food restaurants, convenience stores, etc. with this type of look could indicate a robbery in progress with the suspect inside.
4. Persons with blank looks on their faces: Often times, when a suspect sees a law enforcement vehicle, he/she looks the other way and avoids any type of eye contact.
5. Vehicles being driven with the lights off: This driver may have just committed a crime and is avoiding being seen or is possibly drunk.
6. Persons running at night: Could indicate someone who just committed a crime or is trying to run away from somebody who is trying to assault them.
7. Barking dogs: While barking dogs in a neighborhood could be nothing, it could also mean that a prowler/burglar is in the yard.
1. Flagrant traffic violators: These drivers require an officer's immediate attention as it constitutes a hazard to the public.
10. Pedestrians carrying large objects at night: This person

could be a burglar who just committed a crime. Pay attention to his/her expression as you pass.

11. People with bulges under their clothing: Unless it is cold or raining, most people won't do this. Most of the time, this indicates the person is trying to hide something from your view.
12. Do not generate a call for service unless you are sure that something is going on.

REMEMBER, VOLUNTEERS ARE TO OBSERVE AND REPORT ONLY! YOU ARE NOT TO CONTACT A SUSPICIOUS PERSON EVER!

2. Descriptions

A. Persons:

- (1) Sex.
- (2) Race.
- (3) Approx. age.
- (4) Approx. height.
- (5) Approx. weight.
- (6) Hair color & style.
- (7) Complexion.
- (8) Physical marks & deformities.

2. Clothing:

- (1) Hat/Cap.

- (2) Shirt.
- (3) Jacket/Coat.
- (4) Dress/Pants.
- (5) Shoes.
- (6) Jewelry.

C. Vehicles:

- (1) Make.
- (2) Model.
- (3) License plate number.
- (4) Color.
- (5) Year.
- (6) Body damage.
- (7) Direction of travel.

3. **Personal safety**

- A. Do not respond to an emergency call unless directed to do so by a Field Supervisor. Wait until the scene is secured.
 1. Be attentive.
 2. Observe and report only.
 3. If an emergency develops in your presence, call for an Officer immediately.

4. Always keep in mind your level of experience and knowledge.

4. **Media**

A. In the course of your patrol duties, you may be approached by members of the media. Do not tell your version of the story. Direct all inquires to the Supervisor at the scene. If none are available, direct them to the primary officer. Simply state that you are not authorized to make a statement on or off the record and they need to speak with someone who can.

XII. RADIO COMMUNICATIONS

1. **WHEN TO USE THE RADIO:**

A. Traffic accidents.

B. Crimes in progress.

C. Fire.

D. Person down.

E. Possible drunk driver.

F. Suspicious circumstances.

G. Any other emergency situation.

2. **RADIO USAGE:**

A. Police radios shall be used for essential communications only.

B. Know your location and detail number.

C. Know what the situation is and what is needed.

D. Remain calm. Transmit in common language and be brief. Try to transmit in seven words or less.

E. Sound professional. People are listening.

1. Don't transmit while others are on the air. Listen to be sure no one else is on the air before you key your microphone.

3. **RADIO PROCEDURES:**

A. Give your detail number first.

B. Keep your voice as emotionless as possible regardless of the situation.

3. Keep your mouth close to the microphone.

D. Do not use first names. Use the person's title and last name, such as "Officer Jones" or "Volunteer Smith."

E. Do not acknowledge receipt of a message unless you are certain that you understand it:

(1) If the message is not clear, ask the sender to repeat it.

(2) When you are certain that you understand the message, say “COPY.”

F. Do not try to be humorous.

G. Do not use the phonetic alphabet on other than a driver’s license when requested to clarify the spelling of a name.

4. RADIO CODES:

CODE 2 Important, but not an emergency.

CODE 4 No further assistance needed.

CODE 3 Urgent/Emergency. Red lights and sirens authorized.

CODE 5 Officer needs help. Stay off the air unless you hear your detail #.

E.T. or EMERGENCY TRAFFIC: The dispatcher will say “**Clear the air for emergency traffic.**” At that point, do not use that particular channel until the emergency is cleared.

When the emergency is declared cleared, the dispatcher will say, “**Secure from emergency traffic.**”

5. LOG ON/OFF PROCEDURE:

A. If working as a double unit, the driver’s detail number shall be used. Team Leaders/Co-Team Leaders shall always use their detail number when working with a partner.

B. Volunteers shall contact dispatch by radio and give detail number, followed by badge numbers of all occupants riding in the same vehicle. When logging on several volunteers, first advise the dispatcher that you have multiple volunteers to log on. Complete the log on procedure by informing dispatcher of your vehicle number and beginning mileage.

C. Contact dispatch by radio to log off at the end of your shift. Give dispatcher your detail number and ending mileage. Confirm with dispatcher that you are officially logged off.

6. PHONETIC ALPHABET:

A-ADAM

B-BAKER

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-X-RAY

Y-YELLOW

Z-ZEBRA

XIII. TRAFFIC CONTROL

1. PURPOSE:

A. The primary function of traffic control is to eliminate congestion and keep traffic moving in a safe manner.

2. CONTROLLING TRAFFIC:

A. Upon arrival to the scene:

- (1) Insure that you can be seen and that you can see traffic in all directions.
- (2) Contact primary officer for instructions.
- (3) Safely position yourself at the designated control point.

- B. Maintain eye contact with drivers.
 - C. Insure that your hand signals can be seen by the person intended.
2. Establish eye contact with vehicle drivers before allowing them to proceed.
 3. Your hand signals should be clear and distinct.
 4. Allow drivers ample warning time to allow drivers to comply with your directives.
 5. Use a flashlight at night and make your movements slower.
 6. Stand straight and emphasize your hand movements.
 7. Sharp, clear, slow hand signals result in less confusion and more traffic movement.
 8. Never allow traffic to block an intersection.
 9. Your allocation of time to flow of traffic in any one direction is determined by the volume of traffic.
 10. Never turn your back on moving traffic.

3. METHODS OF CONTROL:

- A. To stop traffic:
 - (1) Give one long blast of the whistle and raise your hand up so that your palm is facing the driver. Hold your hand up until the driver stops. This same technique is used to stop traffic from two directions by holding up both hands simultaneously toward the directions you want stopped. Do not lower your hands until cars coming from both directions are halted.
- B. To start traffic:

- (1) Give two short whistle blasts and point your arm and finger toward the car you want to start. Hold it until you get their attention. Then, with your palm up, swing your hand up and over your chin, bending the arm at the elbow. Use this signal to give the go-ahead to slow and timid drivers.

C. To signal for turns:

- (1) Point towards the driver, giving him time to see the gesture. Then, point with your arm and forefinger in the direction that you want the driver to go. While one arm is pointing the direction of the turn, use the other arm in the “start traffic motion” to wave the driver into the turn. If it is necessary to hold another direction stopped while attempting to signal a turning vehicle, raise and lower the pointing forearm repeatedly while continuing to point in the direction of the turn.

4. **SPECIAL CASE TRAFFIC CONTROL:**

- A. Emergency vehicles: Provide for safe movement of emergency vehicles through intersections or control points. Make sure that an exit is open in the direction the emergency vehicle will travel.
- B. Accident scene: At the scene of a traffic accident, the primary function of the volunteer assigned to traffic control is to restore and maintain the flow of vehicular and pedestrian traffic. Consideration should also be given to the preservation of evidence while diverting the flow of traffic.
- C. Disaster period: Keep the sightseeing public away from the area. Exceptions are authorized media representatives. Contact the Field Supervisor or Primary Officer to inform them that the media is on scene.
- D. Intersection control:
 - (1) Where there are no signals, or the signals are not in operation,

first observe the intersection and, if possible, determine the natural traffic patterns. Regulate the change of traffic flow as needed. Traffic flow should be coordinated with adjacent intersections to keep it from backing up and blocking the intersection under control. Maintain friendly, but firm control.

- (2) Take charge when congestion appears and remain on the job until released by the primary officer or Field Supervisor. Be alert for pedestrian traffic as pedestrians too, are in need of control. Never try to stop traffic which is approaching too closely at a reasonable speed as it may cause a rear-end collision.

E. Cone Patterns

- (1) Use of orange cones is most effective during daylight hours with most weather conditions. Position the cones to guide approaching traffic around a hazardous area.

There is no set way to pattern the cones. Each situation warrants a different pattern. Set the cones in a flowing manner so that drivers can sense immediately what is expected.

- (2) Cones are used in the same general manner as flares and usually for a longer duration.
- (3) Cones and flares may be used in combination after dark.

F. Flare patterns:

- (1) Every adverse condition may require one, two or possibly all of the above steps. In minor incidents, the Officer may not wish to disrupt traffic, but remove accident vehicles from the roadway. Remember, you are there to assist the Officer. Always let the Officer in charge tell you how to handle the incident.
- (2) Flares are used in the same general manner as cones and are usually used after dark.

- (3) Flares are set closer together than cones and in a manner which allows drivers to immediately see what is expected.
- (4) Always point flares away from your body when lighting.
- (5) **NEVER USE FLARES WHEN FLUID IS LEAKING FROM A VEHICLE.**

F. Barricades and Barrier Tape:

- (1) Wooden barricades and yellow “crime scene” tape may be placed across roadways and alleys to prevent traffic from driving through accident or crime scenes.
- (2) Tape may be tied to any convenient item such as: poles, fences, trees, bushes, vehicles, etc.
- (3) Avoid tying tape to a patrol car unless it is certain to stay at the scene for a long time. **DO NOT TIE TAPE TO A FIELD SUPERVISOR’S VEHICLE.**

XIV. COURTROOM TESTIMONY

1. SUBPOENA:

- A. It is possible that during your career as a C.O.P. member, you could become a witness to a crime in progress or possibly see circumstances or people which are affiliated to the crime. You could receive a subpoena that commands you to appear in court. This will be sent to you by the Department's Court Liaison Office. This document tells you when and where to appear. When you are called to the stand, you will be sworn in and asked to sit down. You will be asked questions by the prosecution and the defense. Tell the truth and answer only what is asked.

2. TESTIMONY:

- A. Review the case. This can be obtained at our records counter.
- B. Converse with the Prosecuting Attorney before testifying.

- C. Do not wear your uniform. See Standing Order 2.7.3, Section 02-02 for appropriate courtroom attire.
- D. Don't wear a lot of jewelry. Avoid Law Enforcement service pins.
- E. Don't be sarcastic. It could make the judge angry.
- F. If you don't understand the question, ask for clarification. Don't answer a question that you don't fully understand.
- G. If you don't remember something, say so. Don't guess at a question.
- H. Be very honest, even if it helps the suspect.
- I. If there is a jury, speak to the jury.
- J. Don't ramble. Give short answers.

XV. REFERENCE MATERIALS

FRESNO POLICE DEPARTMENT STANDING ORDER 2.7.3

HUNDRED BLOCKS

ZIP CODES

COURTHOUSE PARK MAP

PENAL CODES

VEHICLE CODES

DRIVER'S LICENSE VIOLATIONS

TOW SHEET

PARK LOCATIONS

ELEMENTARY SCHOOL ADDRESSES

CALL BOX LOCATIONS