

HUNTINGTON BEACH POLICE DEPARTMENT
Community Liaison Team

VIPS
(VOLUNTEERS IN POLICE SERVICE)

POLICIES AND PROCEDURES

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POLICIES AND PROCEDURES

The purpose of these policies and procedures is to:

- Ensure compliance with all State and City of Huntington Beach laws and codes.
- Ensure the safety of all VIPS members.
- Ensure all VIPS members carry out their assigned duties in a uniform manner.
- Present a positive image of the police department and VIPS to the citizens of Huntington Beach.

All VIPS members are required to read and be familiar with these policies and procedures. Compliance with these procedures is mandatory.

Failure to comply with these policies and procedures may result in dismissal from the VIPS program.

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SECTION 1...VIPS CODE OF ETHICS

All VIPS members shall adhere to the Code of Ethics.

CODE OF ETHICS

As a VIPS member, my fundamental duty is to serve the citizens of Huntington Beach.

I shall conduct my official duties in a professional and courteous manner.

I shall make myself aware of and obey the rules and regulations of the Huntington Beach Police Department and the laws of the State of California and U.S. Constitution.

I shall protect the confidentiality of all information relating to the Department.

I shall respect the function of the Department's paid staff and shall contribute fully to maintaining a positive working relationship between paid staff and volunteers.

I shall exercise caution and good judgment of the Department's behalf.

I shall be courteous and professional at all times when dealing with citizens. I shall do my best to avoid arguments.

Gratuities:

VIPS members shall not solicit or accept any gifts, money, food, beverages, tickets, passes, travel, special accommodations, favors, or the use of property or facilities from any individual group or company when the receipt of the aforementioned is directly or indirectly tied to VIPS' affiliation with the Huntington Beach Police Department.

An exception to this rule is when a VIPS member participates in an event where a gift (in any form) is provided to everyone at an event, not exclusively members of HBPD or VIPS.

Inter-employee Relations:

VIPS members shall refrain from involving themselves in discussions regarding political and/or controversial topics with on-duty employees, especially while acting in their volunteer capacity. Examples of such topics would be: salary negotiations, political endorsements, and employee discipline. No personal conversations shall interfere with the duties assigned to staff.

SECTION 2...SELECTION PROCEDURE

Volunteers must :

Be a graduate of the Citizens Police Academy or a previous part-time or full-time employee of the Huntington Beach Police Department.

They must have the physical and mental capability to perform their assigned VIPS duties.

Be chosen for the program via interview.

Pass a police background check.

Must live or work in the City of Huntington Beach.

SECTION 3...DUTIES

The basic purpose of the VIPS program is to perform tasks for the Police Department which will ultimately benefit the citizens of Huntington Beach.

Duties fall into two categories: **on-going assignment and special events/projects.**

On-going assignments consist of:

- Maintenance of report forms.
- Staffing substations.
- Stocking patrol car first aid kits and ordering needed supplies.
- Translating Oakview Spanish newsletter -monthly-.
- Helping in the Video library.
- Assisting Detectives with Missing Persons and pawn slips.
- Other office assignments .

Special Events/Projects include:

- Assisting in the annual Police Appreciation Open House.
- Staffing barricaded streets for Annual Shoreline Marathon.
- Help with distribution of annual 4Th of July flyers downtown area.
- Help with distribution of annual Parade of Lights flyers harbor area
- And other events which take place sporadically, annually or on a one-time basis which have been reviewed by the police representative and necessitates the assistance of police volunteers. These events will be cleared by the Commander of the Community Liaison Team.

SECTION 4...TRAINING

All members of VIPS will receive training necessary to provide the services requested relative to on-going assignments and special events/projects. They will also receive training relative to police department functions and services as determined by the Commander of the Community Liaison Team or his designee at periodic group meetings. Training may include:

- Organization and operations of the Huntington Beach Police Department.
- Organization and operations of the VIPS program.
- Patrol operations.
- Police communications.
- VIPS safety instruction.
- Citizen contacts.
- Sexual harassment education.
- Scientific Investigation Unit Services.
- Investigation Bureau.
- Crime prevention.

Members must attend all training sessions in order to remain active in the program. Any exception to attendance must be cleared by the VIPS Coordinator.

SECTION 5...ADMINISTRATION

- 5.1 Organizational Structure
- 5.2 Uniforms, Equipment, Property
- 5.3 Preparation of Documents
- 5.4 VIPS Member Responsibilities
- 5.5 Patrol Ride-Alongs

5.1 Organizational Structure

Organizational Chart

The Huntington Beach Police Department is a paramilitary organization characterized by the following features:

- Formal Organization
- A hierarchy of rank with commensurate authority and responsibility. The wearing of a distinctive uniform which identifies the position of the wearer. Adherence to the chain of command. (Figure 5.1-1)
- Chain of Command

The VIPS organizational chart/chain of command is shown in Figure 5.1-2.

- VIPS members shall adhere strictly to the chain of command.

**UNDER NO CIRCUMSTANCES SHALL
A VIPS MEMBER BYPASS THE CHAIN OF COMMAND**

- The Formal Chain of Command for VIPS is as follows:
 - Chief's Adjutant
 - Community Liaison Team Coordinator
 - VIPS Coordinator
 - Volunteer 1
 - Volunteer 2

If none of the positions in the above listed chain is available, VIPS members shall contact the Watch Commander.

Due to diversity of volunteer assignments, a Functional Chain of Command will exist relative to duty assignments. The structure of such a chain of command will vary depending on the complexity and nature of the individual assignments. The following is an example of a Functional Chain of Command:

Supervisor in charge of assignment
Police Officer detailed to assignment
Volunteer 1
Volunteer 2

HUNTINGTON BEACH POLICE DEPARTMENT

TABLE OF ORGANIZATION

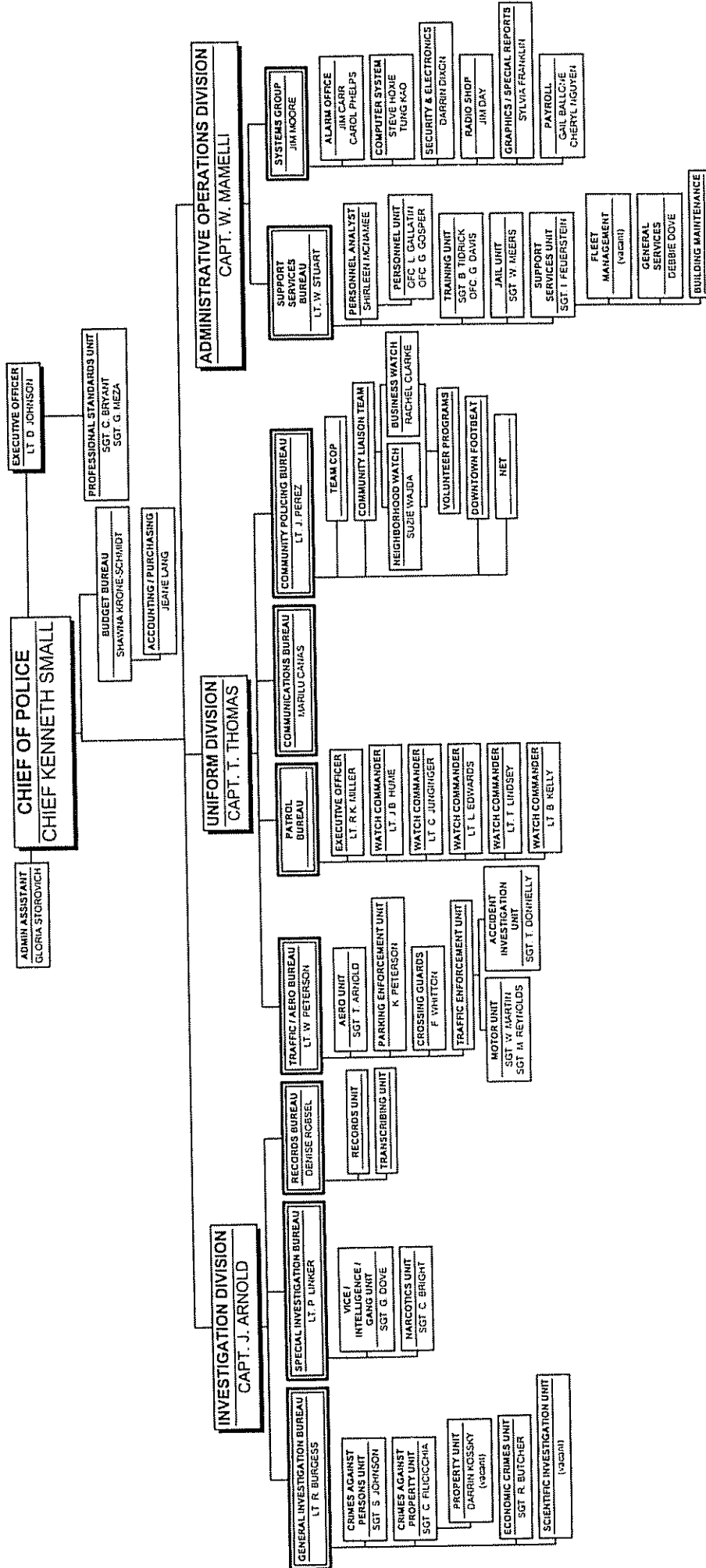
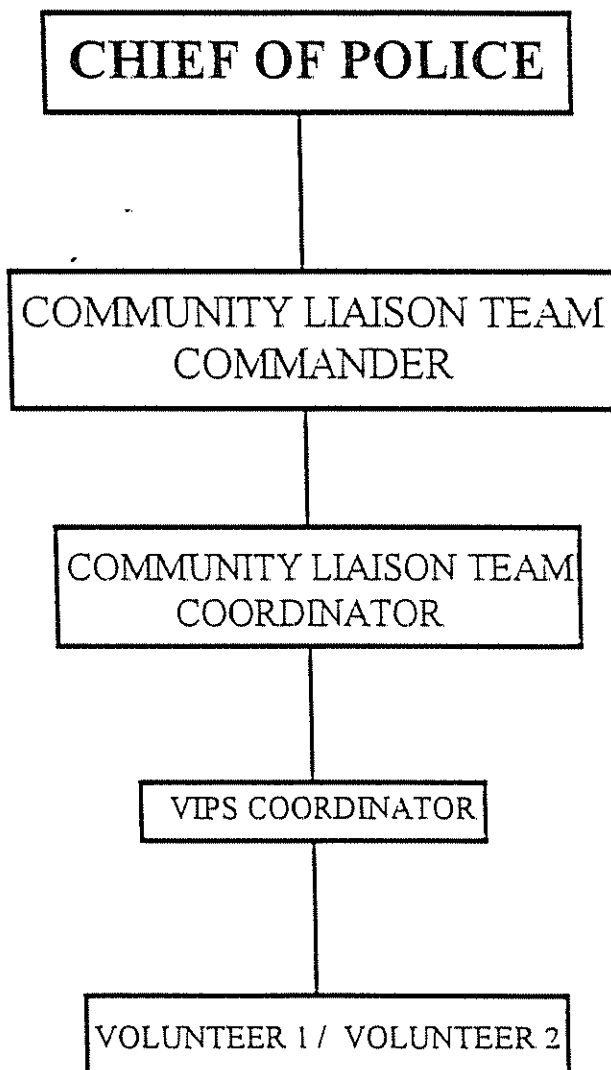


Figure 5.1-2

EXECUTIVE DIVISION
COMMUNITY LIAISON TEAM
VIPS FORMAL CHAIN OF COMMAND



5.2 Uniforms, Equipment, Property

The uniform and its individual items shall be worn only while on duty and while performing authorized VIPS assignments. Uniform shall be covered by a sweater, jacket, etc. on the way into and out of the police facility for reasons of safety.

VIPS are issued the following items by HBPD:

Employee Parking Passes

Police Department ID Card

Light blue "polo" style shirt with VIPS identification and member's name embroidered onto the material as determined by the Commander of the Community Liaison Team.

VENDOR: Huntington Beach Embroidery
 20902 Surge Lane
 Huntington Beach, CA 92646
 (714) 812-9116

VIPS members may purchase, at their own expense, a light blue nylon windbreaker jacket with "VOLUNTEER" stenciled on the back and "VIPS" stenciled over the right breast. All stenciled letters must be black in color.

VENDOR: Huntington Beach Embroidery
 20902 Surge Lane
 Huntington Beach, CA 92646
 (714) 812-9116

VIPS members will supply all other articles of clothing to be worn with the VIPS shirt. All other clothing must be clean, neat and appropriate for the duties performed. Other clothing which is badly worn, soiled, or provocative in nature will not be worn with the VIPS shirt.

No pins, patches, or other accessories will be worn on or with the VIPS shirt and/or jacket without the approval of the Commander of the Community Liaison Team.

**ONLY THE UNIFORM ITEMS LISTED ABOVE ARE AUTHORIZED
FOR WEAR BY VIPS MEMBERS**

No jewelry shall be worn with the uniform except rings, watch and, for women, plain earrings.

VIPS members may wear a plain white round collar T-shirt under their uniform shirt.

When wearing the uniform, VIPS members should carry the following:

- A ballpoint pen with black ink

- Notebook

- The official code book

- Necessary personal items; such as, eye glasses, any required medications, California driver's license.

All issued items are property of the Huntington Beach Police Department and must be returned within one week of resignation from VIPS.

VIPS members are encouraged to wear their uniforms when working in the police facility. If civilian clothes are worn in the police facility, the police identification card shall be worn so as to be clearly visible. When there is public contact while working within the department, the uniform shall be worn.

Except while on duty or when specifically authorized or directed, the police ID shall not be worn or displayed to any person. Display of the ID card to attempt to receive favors or preferential treatment is cause for immediate dismissal from the VIPS program.

No police equipment or weapons may be carried or used by VIPS members unless it has been issued by the Huntington Beach Police Department.

5.3 Preparation of Documents

All crime reports prepared by VIPS members shall be printed in all capital letters to ensure legibility.

All documents shall be prepared using a black ballpoint pen.

CARRY ONLY BALLPOINT PENS WITH BLACK INK.

The date format for VIPS documents is month-day-year.

Example: July 4, 1998 is written as 7-4-98.

The time format for all VIPS documents is military time as shown below:

MILITARY TIME

1:00 am.	0100 Hours	1:00 pm.	1300 Hours
2:00 am.	0200 Hours	2:00 pm.	1400 Hours
3:00 am.	0300 Hours	3:00 pm.	1500 Hours
4:00 am.	0400 Hours	4:00 pm.	1600 Hours
5:00 am.	0500 Hours	5:00 pm.	1700 Hours
6:00 am.	0600 Hours	6:00 pm.	1800 Hours
7:00 am.	0700 Hours	7:00 pm.	1900 Hours
8:00 am.	0800 Hours	8:00 pm.	2000 Hours
9:00 am.	0900 Hours	9:00 pm.	2100 Hours
10:00 am.	1000 Hours	10:00 pm.	2200 Hours
11:00 am.	1100 Hours	11:00 pm.	2300 Hours
12:00 Noon	1200 Hours	12:00 Midnight	2400 Hours

Examples:

8:30 am.

0830 Hours

2:45 pm.

1445 Hours

5.4 VIPS Member Responsibilities

In accepting a volunteer assignment with the VIPS program, members agree to meet all responsibilities relative to their assigned tasks. Diligence, promptness, commitment to service and dependability are characteristics expected of VIPS members.

Vacations, illness, and emergency situations are recognized as valid reasons for preventing members from meeting their assignment responsibilities.

Members who wish to resign from the program will submit their request in writing to the VIPS Coordinator and will include the effective date of the resignation. The member will immediately turn in to the VIPS Coordinator all items issued by the Police Department to him or her when joining the program.

Members may be subject to dismissal from the program for the following reasons:

- Failure to meet the assignment responsibilities without good and sufficient reasons.
- Failure to comply with the VIPS policies and procedures.
- Any conduct which brings discredit upon the VIPS program or the Huntington Beach Police Department.

IF YOU ARE UNABLE TO MEET YOUR ASSIGNMENT RESPONSIBILITIES:

- A. Find a replacement for yourself, if possible.
- B. Let the Volunteer 1 assigned to the detail know you got a replacement.
- C. Call the supervisor in charge of the assignment, the COP Sergeant or the VIPS Coordinator and tell him/her you are unable to respond due to sickness, etc.

If you made EVERY EFFORT to find a replacement for yourself, but couldn't, call the Volunteer 1 or the supervisor in charge of the assignment and tell them as soon as possible.

5.5 PATROL RIDE-ALONGS

VIPS members are allowed and encouraged to participate in a maximum of one five-hour ride-along with a patrol officer per year. A request form must be obtained from the VIPS Coordinator, completed, and submitted back to the VIPS Coordinator for approval through the chain of command before the ride-along is scheduled. No VIPS member may participate in a ride-along without prior approval as outlined.

SECTION 6...OPERATIONS

- 6.1 Assignment Procedures
- 6.2 Checkout and Maintenance of Police Department Vehicles
- 6.3 General Vehicle Operations
- 6.4 Communications Procedures

6.1 Assignment Procedures

On-going Assignments:

All requests for VIPS personnel for on-going assignments will be directed to the VIPS Coordinator. Upon approval of the assignment by the Community Liaison Team Commander, the VIPS Coordinator will contact a Volunteer 1 and request staffing for the assignment.

The Volunteer 1 will contact the supervisor in charge of the assignment and obtain details regarding staffing needs. The Volunteer 1 will then contact VIPS members (among available Volunteer 1's and Volunteer 2's) and staff the assignment.

Each on-going assignment will be monitored by a Volunteer 1, who is responsible for making sure enough volunteers are assigned to the detail to ensure completion of the task on a regular basis.

Special Assignments/Projects:

All requests for VIPS personnel for special assignments/projects will be directed to the VIPS Coordinator *via the police department's representative on the Specific Events Committee*. Upon approval of the assignment by the Community Liaison Team Commander, the VIPS Coordinator will assign a Volunteer 1 to facilitate the request. Assignments to Volunteer 1's will be done on a rotational basis among those available for the request.

The Volunteer 1 will contact the supervisor in charge of the task requested for the event and obtain details regarding staffing needs for the assignment. The Volunteer 1 will then contact VIPS members (among available Volunteer 1's and Volunteer 2's) and staff the assignment.

The Volunteer 1 will continue to coordinate VIPS participation in the special assignment/project with the supervisor in charge of the task requested.

All volunteers committed to any assignment will work within the *functional chain of command* established for that detail (i.e.; report to the Volunteer 1 facilitating the assignment or the designated supervisor responsible for the task).

6.2 Checkout and Maintenance of Police Department Vehicles.

If you are assigned to use a police department vehicle, VIPS members shall check the following items on vehicles prior to leaving the police parking lot:

- Gas tank is full.
- All lights are working.
- Windshield wipers operate.
- Brakes are working.
- Gauges are working.
- Car radio is working.
- Rear and side view mirrors are set.
- Engine coolant level is correct.
- Nothing is leaking in engine compartment.
- Visually check tires.
- Radio antenna is installed.

If minor problems are discovered; such as, burned out light bulbs, take the car to the police vehicle maintenance area at the city yard on Gothard south of Slater for repair.

If major mechanical or electrical problems are found before leaving the police lot, fill out a Report of Conditions Form. Note all problems with the vehicle/equipment on that form. Give the Report of Conditions Form to dispatch and advise the Watch Commander. Advise personnel in charge of the assignment of the problem.

Upon return from the assigned detail:

- Fill the gas tank.
- Check the oil and add oil if necessary.
- Park the car in an appropriate space.
- Be sure all electrical units are turned off; specifically, check to ensure the radio and the trunk flashing lights are turned off.
- Lock the car and return all vehicle keys.
- Advise the Watch Commander of your return.

6.3 General Vehicle Operations

When driving department vehicle, obey all California Vehicle Code requirements and specifically comply with the following:

- Have your driver's license with you.
- Wear seat belts.
- Make full stops at all red lights and stop signs.
- Yield the right of way to pedestrians.
- Yield the right of way to other vehicles at all stop and yield signs.
- Obey the directions of crossing guards.

Obey the posted speed limit at all times.

Where speed limits are not posted, the following rules apply:

The maximum speed limit in Huntington Beach is 55 mph.

The maximum speed in business areas, residential areas, and near schools is 25 mph.

The maximum speed in areas of restricted vision is 15 mph; i.e., railroad crossing, parking lots, blind intersections, and alleys.

Smoking is prohibited in department vehicles.

PAY ATTENTION TO THE RADIO TRAFFIC. WHEN MAJOR POLICE ACTIVITY SUCH AS TRAFFIC ACCIDENTS OR SERIOUS CRIME IS OCCURRING, TAKE POSITIVE ACTION TO STAY AWAY FROM THE AREA UNLESS OTHERWISE DIRECTED BY DISPATCH OR A POLICE OFFICER.

6.4 **Communication Procedures**

Proper knowledge of communications procedures and the correct use of these procedures is a high priority to members of the VIPS program.

The car radio or portable radio shall be used as follows:

- *Only when authorized for a particular assignment.*
- In the event of a critical emergency when no other means of communication is available or practical.
- When reporting observed conditions that shall require police, fire, or paramedics response (e.g., traffic accidents, fires, etc.)

VIPS members shall study and become familiar with the radio codes contained in the Orange County Official Radio Code Book.

Radio codes shall be used for the sake of brevity. In emergency situations that threaten life or property, plain language should be used.

In all cases of using the radio, take the time to plan the message so it is clear and concise.

VIPS members shall study and learn the phonetic alphabet in the Official Code Book. The phonetic alphabet shall be used when reporting license plate information.

When on assignment, VIPS members shall monitor all radio calls for the following conditions:

- Calls directed to the VIPS detail.
- The location of major police activity. In the event of such activity, the VIPS detail shall stay away from such locations unless specifically directed by dispatch or a police officer to go that location.
- Heavy radio traffic. VIPS members shall take care not to break into police radio traffic to make routine reports.

**WHEN THE RADIO BEEPER IS ON,
VIPS MEMBERS SHALL MAKE NO RADIO
TRANSMISSIONS UNDER ANY CIRCUMSTANCES.**

Knowledge of and the correct use of proper radio communications is an absolute must for all VIPS members.

When giving a description of a person to dispatch, provide as much of this information as possible:

- | | |
|------------------|------------------|
| 1. Name | 6. Height |
| 2. Sex | 7. Weight |
| 3. Race | 8. Color of Hair |
| 4. Age | 9. Color of Eyes |
| 5. Date of Birth | 10. Complexion |
11. Significant physical characteristics that aid in identification; such as, scars, tattoos, missing limbs, etc.
12. Description of clothing from the head down.

When giving the description of a motor vehicle to dispatch, provide as much of this information as possible:

- | | |
|-------------------|----------------------------------|
| 1. Location | 5. Make |
| 2. License Number | 6. Model—Body Type |
| 3. Color | 7. Vehicle Identification Number |
| 4. Year | 8. Any other information |

If the suspect car is mobile, tell dispatcher the 1) Color, 2) Make, 3) Direction of Travel.

CONFIDENTIALITY: All communications, information, and data systems are protected under laws and policies of confidentiality. No VIPS member will access such system or data without prior approval. Any information obtained or acquired from any police department source shall not be released to the public or any individual outside the Huntington Beach Police Department.

7.0...SUBSTATIONS

VIPS members working the substation shall adhere to all policies and procedures in this manual as well as instruction from the Police Officer, Sergeant, or Lieutenant in charge of the substation.

Substation Chain of Command:

VIPS members working the substation shall report first to the Volunteer 1 in charge of scheduling for that substation. Next, VIPS members shall report to the Police officer, Sergeant, or Lieutenant (according to the rules of that particular substation).

Substation scheduler shall give the VIPS Coordinator a copy of the monthly schedule and shall keep VIPS Coordinator informed of activities at the substation.

VIPS members shall wear their uniform while working the substations. No exceptions.

8.0 DISMISSAL

Failure to comply with these policies and procedures may result in immediate dismissal from the VIPS program.

Failure to comply with the Huntington Beach Police Department policies and procedures may result in immediate dismissal from the program.

Failure to adhere to the Huntington Beach Police Department values statement may result in immediate dismissal from the program.

Volunteers can be fired.

9.0...RESIGNATION

Upon a VIPS member's resignation, it is requested that the VIPS member submit a letter of resignation to the VIPS Coordinator.

The following items shall be returned to the VIPS Coordinator within one week of resignation:

1. Your issued VIPS shirt.
2. Employee Parking Pass.
3. Any equipment or article issued to you.
4. Police Department ID Card.

ADDENUM TO VIPS MANUAL

10.0 MEETINGS/MANDATORY HOURS

1. Effective 6-1-99 there is a mandatory amount of 20 hours that a volunteer in the Volunteers in Police Service program needs to contribute in the period of one year.
2. A year begins July 1st and ends the following year on June 30Th.
3. If a volunteer in the Volunteers in Police Services program does not fulfill the 20 hours per year requirement, he or she shall be considered an inactive member and will be removed from the membership roster. Such members shall subsequently be required to turn in their identification card and polo shirt.
4. All Volunteer in Police Services meeting are mandatory and shall be limited to four in one year. Attendance will be kept and those volunteers who are unable to attend a meeting must notify the Volunteers In Police Coordinator. Each volunteer will receive two hours of volunteer time for each meeting they attend.

ORGANIZATIONAL VALUES OF THE HUNTINGTON BEACH POLICE DEPARTMENT

We of the Huntington Beach Police Department recognize our obligation to maintain a safe and secure community. We acknowledge our contribution to the quality of life within the community. The provision of quality police services with the highest professional standards is our primary aspiration. We intend to fulfill these challenging responsibilities through active participation in the following shared values:

SERVICE TO OUR COMMUNITY

We value the opportunity to provide service which is courteous, responsive, firm, effective, and fair. We regard the members of our community as partners and indispensable resources in a combined policing effort. Respect for the individual worth, dignity, and rights of all those we serve is the foundation of our department.

We value and expect truth, honesty, and ethical behavior from the members of our organization. We are committed to upholding our position of public trust by maintaining the highest ethical standards and the utmost respect for the ordinances and laws of our city, state, and nation. Our role as peace keepers and enforcers of the law will not be compromised.

We value our fellow employees as the most important organizational asset. We realize our success depends on mutual respect, cooperation, and recognition of our co-workers. All employees will receive equitable and fair treatment and be provided the proper tools and training necessary to meet organizational goals and objectives.

We value the spirit of professionalism, having a clear sense of commitment, perspective, and direction. We encourage it by creating an environment that promotes teamwork, innovation, and constant evaluation of ourselves.

PRIDE AND ENJOYMENT OF OUR PROFESSION

We value our work as a source of enjoyment and satisfaction. We are proud of our community, our department, our accomplishments in the service, and our commitment to quality law enforcement. We possess a great sense of pride serving our chosen profession with the Huntington Beach Police Department.