

SAN DIEGO POLICE DEPARTMENT



RETIRED SENIOR VOLUNTEER PATROL

TRAINING MANUAL

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PATROL TECHNIQUES

One purpose of the RSVP is to be the ***Athe eyes and ears*** of the Police Department. This will require you to begin thinking more along the lines of a police officer. Police officers are often, by nature, suspicious people. They are also trained to be inquisitive and to question things they see and hear.

As RSVP members, you will be in a high visibility position. You will be out and about in the community in a number of situations and our main concern is your safety. We will cover several things which will increase your ability to safely conduct RSVP business.

Some of the more important safety considerations are being aware of your surroundings, knowing where you are at all times, knowing how to use your equipment (radio, cars, etc.), using common sense and using the **BUDDY SYSTEM**.

The average citizen may not recognize a crime in progress when he or she sees it. As an RSVP member, you will become a trained observer and witness and recognize crime when you see it.

With proper patrol observation techniques and a thorough knowledge of your service area, you will be able to recognize most suspicious activity and be able to tell the difference between it and normal behavior. Many times while patrolling, you will see people, either driving or walking, who seem out of place. This does not necessarily mean that a crime has occurred, but it is a possibility. Under these circumstances it is important to write down descriptions and important information, including but not limited to:

Vehicle descriptions including **license plate**, model, make, color, any damage or unusual markings.

Suspect description, including race, sex, age and a physical description from head to toe.

Other important information to note is time, exact location and direction of travel.

This information can become important if a crime is later reported.

If you observe activity which leads you to believe that a crime is occurring now, or has just occurred, move to a safe location and notify the Communications Center. Be sure to have as much of the information as possible. Keep the suspects in view, if it is safe to do so. If not, move to a safe location regardless of whether or not you can keep the suspects in sight. **DO NOT GET INVOLVED**. Nothing is worth your life.

Some observations which might lead you to call Communications:

You witness a crime, whether it is a vandalism or a street robbery.

You see a person running away from an alarm.

You see a fight.

You see a wanted person or vehicle that was described to you at line-up or over the radio.

During a Vacation House Check you see someone moving inside the home.

You witness a hit-and-run accident.

Etc.

GENERAL

One of the most important things to help you determine what is suspicious, and what is not, is service area knowledge. Get to know your service area and you will soon be able to spot people and cars that do not belong.

BUSINESS DISTRICTS

As with residential neighborhoods, patrolling a business district requires special observation techniques. During your normal patrol, most businesses will be open. You will be observing a business as usual. Be alert for subjects running out of, or away from, businesses. Pay attention to the activity going on inside the businesses. Ask yourself questions, such as, A Can I see employees? Does it appear to be business as usual? Are doors locked when they should be open? Does anyone appear to be casing, (you have seen the same person, possibly nervous, hanging around in the area several times now) the business? If there appears to be something suspicious, move to a safe location where you can still observe the business and watch. If your suspicions are confirmed, call communications and request a patrol officer. Use the same format for obtaining information as before and **NEVER** become personally involved.

Be alert at all times, know your service area, and use good sound judgment. Be aware of tunnel vision and don't focus on one thing, be aware of your surroundings. **NEVER** place yourself or your partner in a dangerous situation. With practice and experience, you will become a trained observer and a valuable set of eyes and ears for the department.

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THE BUDDY SYSTEM

Most RSVP business will be conducted by two RSVP members. This is done for several reasons. As partners, you are responsible for each other's safety. When you are the driver your responsibility is to drive yourself and your partner safely and to a safe location if you find yourselves in harm's way. The passenger is responsible for notifying

Communications of any crimes you observe, or of the situation if you are thrust into harm=s way. Both RSVP partners, **ABUDDIES**≅, should be noting the suspect(s) description(s) whenever it is safe and possible to do so.

As partners you can see twice as much, communicate with each other and share the observations you make. You can discuss situations as they arise more easily and avoid problems or trouble.

By always staying together, the **ABuddy System**≅, you avoid accusations of wrongdoing. This is particularly true with YANA visits, as someone could accuse you of stealing from the YANA=s home.

Be aware of your surroundings and always know your location. Help cannot reach you if you do not know where to tell them to find you. Anticipate potential problems and how you would respond to them. Discuss your roles with your partner. **BE PREPARED.**

COMMENTARY DRIVING

One of the things which we encourage is A Commentary Driving≅. While you are driving on patrol, approaching a vacation house, YANA visit, disabled parking violation, abandoned vehicle, etc., you and your partner should always be talking and discussing what you are doing, etc. Talk about what you would do in different situations, what you found on your last vacation check at the residence, on your last visit with the YANA, etc. Communication is of the utmost importance in police work and in your work as an RSVP member. It helps all of you to do your jobs better and to keep yourselves safe.

5 ABANDONED VEHICLES

Definitions: To abandon means to leave as property, or discontinue any further interest in something. The lack of interest in an abandoned vehicle on a public street is a rather common occurrence in San Diego.

A. Sighting:

1. Check for obvious signs of non-use.
 - a. Growth of vegetation.
 - b. Accumulation of dust or bird droppings or other debris.
 - c. Flat tires.
 - d. Broken window glass.
 - e. Ignition switch may be missing.
 - f. Invalid registration.
2. When you see several signs of an abandoned vehicle:
 - a. Call the Communications on the Inquiry Channel for a **10-28/29** (Vehicle registration check/local check for wants only (Persons or Plates))
3. If the vehicle is not wanted:
 - a. Mark the tire with the chalk provided in the posse box.
 - b. Place a 72-hour notice (PD form-85-TS) on the windshield.
 - c. Record an entry on your journal and in your line-up book for the next day.
 - d. Advise the line-up leader at the end of the shift.
4. If you are told that the vehicle is stolen or wanted, do the following:
 - a. Move to a safe location and monitor the vehicle (be a Trained Observer).
 - b. Call Communications and request to have an Officer respond to your location. In most cases, Communications will already have an Officer responding to your location.
 - c. When the Officer arrives, brief the Officer.
 - d. Make an entry in your Daily Journal and resume patrol.

KEY POINTS

Before requesting an Officer, determine if the vehicle is actually stolen. If Communications responds to your query with a **ACODE 37 V VICTOR** (wanted vehicle), or **ACODE 37 F Frank** (wanted person), move to a safe location and wait for an Officer to arrive.

Above all, use common sense. If an individual is temporarily storing a vehicle in his driveway, it is on his property and should be of no concern. If it is stored on a public street, it may be in violation. **Keep the spirit of the law in mind** concerning abandoned vehicles and don't make problems where there are no problems.

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BANK AND ATM CHECKS

Recent statistics indicate that the number of bank robberies has decreased because of increased patrolling of police and RSVP units.

Personnel are restricted from entering banks while in uniform. You are, however, encouraged to drive by or park at a distance from a bank and observe it for short periods of time. Should you notice persons parked close by, with a door open and the engine running, be alert. They may be robbing the bank. You should document in your PD145 the time, location, details of the vehicle to include, make, model, color, plate number and any other significant details, along with the description of the individuals in the car. Details under AHot Crimes Broadcast≅ outline will be found in your issue pocket notebook (PD 145). **DO**

NOT FORGET THE LICENSE PLATE NUMBER.

Here again, as in many cases, the SDPD is not encouraging you to get involved in a bank robbery. Be alert, observant and helpful. There is nothing more important than your **SAFETY** and using **GOOD JUDGEMENT**.

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BUSINESS AND CITIZEN CONTACTS

Purpose: This procedure is established to assist you with friendly discussions involving local citizens in your service area, as well as business personnel of the community.

When making business and citizen contacts, RSVP Members should first introduce themselves and indicate that they are on patrol in the vicinity. Our purpose in doing so is to be visible and identified as being associated with the San Diego Police Department.

Citizens in your Service Area may ask you a multitude of questions which could cover

everything from graffiti hot lines to stolen bicycles. Study and be prepared. If you cannot answer a question, take the person's name and phone number and find the answer from a police officer, or an RSVP administrator after your shift. Then phone the citizen and provide the answer.

Be friendly with those you meet while on patrol. We like to share our pride in RSVP with the general public and you will find that they are supportive of your mission and appreciate what you are doing.

LIBRARIES

Take the opportunity to visit all of the libraries in your Service Area. You are encouraged to visit libraries and meet the employees. There is a wealth of information to be had from the librarians who live and work in the community. They know what is going on. Children use the libraries after school until their parents finish work. Seeing uniformed RSVP members is reassuring to the children and the librarians.

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DISABLED PARKING ENFORCEMENT

The RSVP program in the City of San Diego has had a major impact in reducing the number of Disabled Parking violators.

RSVP has accomplished this by issuing Disabled Parking Citations to violators.

The method used to write the Disabled Parking Citations is outlined below. This method has been successful in minimizing mistakes made in filling out and identifying violators.

When a vehicle is found in violation check for the following:

Is the vehicle occupied? RSVP does not issue citations to occupied vehicles under any circumstances. Doing so is a major violation of RSVP policy, and will have negative consequences.

Is the Disabled Parking stall properly marked?

1. It must have a 70 square inch sign with the international symbol clearly visible, (one sign per stall).
2. It must have one of the two following:
 - a. The international symbol painted on the ground in the Disabled Parking stall 3= X 3= square.

OR

- b. A blue border painted around the stall and including the curb.
3. Does the vehicle in question have a license plate or placard that allows it to be parked in the Disabled Parking stall?

Each partner will walk around the entire vehicle to determine if the vehicle does or does not have a legal right to be in the stall. Look inside the vehicle. Did the person driving the car forget to hang the placard? If so, and it is visible, do not write the citation. Everyone forgets things from time to time.

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4. When you are certain that the vehicle is in violation, the Citation can be written. Start at the top of the Citation and work your way down. When you have finished the Citation, hand it to your partner and have him or her check it for missing or incorrect information.
5. If an error is made while you have all the copies of the Citation, cross out the mistake and write in the correct information, placing your initials above the correction the same as you would on a check..

NEVER WRITE ON A CITATION AFTER THE CITATION HAS BEEN PLACED ON THE VIOLATOR=S VEHICLE.

6. Place the Citation under the windshield wiper of the car in violation. Drive to another location to begin documenting the violation in the

manner that your Division has authorized. This will be covered during your Field Training.

Never enter or reach into a vehicle that is being issued a Citation. If the Vehicle Identification Number (VIN) is not visible then note that on the Citation under AComments≡.

RSVP PARKING CITATION

AGENCY CODE	I.D.	
S	V000/C	CENTRAL DIVISION (BALBOA PARK)
S	V000/DG	DIAMOND GATEWAY
S	V000/E	EASTERN DIVISION
S	V000/MC	MID-CITY DIVISION
S	V000/SM	SCRIPPS MESA (NORTHERNEASTERN)
S	V000/N	NORTHERN DIVISION
S	V000/RB	RANCHO BERNARDO
S	V000/S	SOUTHERN DIVISION
S	V000/SE	SOUTHEAST DIVISION
S	V000/T	TRAFFIC DIVISION
S	V000/W	WESTERN DIVISION

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PROBLEM SOLVING/POP

All RSVPs are encouraged and welcome to become involved in Problem Solving as they identify problems that need to be addressed in their service area.

RSVPs can initiate Problem Solving efforts, or assist other RSVP=s with existing Problem Solving efforts. San Diego Police Officers will seek the proven assistance of RSVP members in their Problem Solving efforts. You are encouraged to get involved in Problem Solving and to ask for assistance with your projects from the officers you work with.

Each Division has a POP (Problem Oriented Policing) Coordinator who is tasked with monitoring all Problem Solving in the Division. You should make it a point to meet the POP Coordinator at your Division. You will be introduced to the POP Coordinator during your Field Training Phase.

The Problem Solving Model

The Problem Solving process developed to implement Problem Oriented Policing consists of a four step decision making model, **SARA** (Scanning, Analysis, Response, Assessment).

SCANNING: RSVP=s identify problems through, but not limited to:

Personal experience with a particular location, activity, or specific behavior that has come to your attention

Communication with residents, businesses, other public or private agencies, police officers or other RSVP members

A problem is defined as two or more incidents which are related in one or more ways (similar in nature) that are causing harm or have the potential to cause harm and there is a reasonable expectation for the Department to handle the problem.

Incidents can be found to be related, or similar in nature, by examining the following:

Suspect(s)	Behavior(s)	
Victim(s)	Location(s)	Time(s)

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ANALYSIS: The next step is for the Members to learn as much about the problem as they can. The characteristics of each problem and its symptoms are unique. An accurate response must be based on a thorough Analysis. When doing your analysis you should ask yourself two basic questions:

1. What do I want to know about the problem?
2. Where do I go to get the answers?

Questions you ask about the problem should revolve around the ACrime Triangle≡

Location		
	S	V
Suspect		
Victims		
	L	

The Member can create a custom-made Response if all the components of a problem are clearly understood. Ask all the questions you need to know about each side of the triangle to achieve the custom Response.

RESPONSE: An essential part of your Response is to develop a realistic short term and long term goal. You should set goals which will have an immediate impact and also set goals which will impact the future of the Problem. These goals, when implementing a Response, can be designed to:

Eliminate the Problem

Reduce the Problem

Reduce the harm created by the Problem

Improve a process to deal with the Problem

Remove the Problem from the Department=s consideration by shifting it to the correct resource. (As you examine a Problem you may find another City, County or private agency whose duties or purpose make it a more appropriate resource for finding solutions to the Problem).

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ASSESSMENT: This is the process where the RSVP=s can evaluate effectiveness. Did you meet your project goals? Tools to assist in measuring effectiveness may include:

Reduced calls for police service

Better satisfied residents or businesses

Reducing it to a more manageable problem

The policy makers, (Mayor, Chief, Sheriff) are noticing a reduction in the number of complaints.

Assessment allows you to measure the effect that the Response had on the existing Problem. If it is determined that the Response had little or no effect you may want to conduct some more Analysis to determine if the Problem was identified correctly or if a more appropriate Response can be made. If Assessment proves the Response to be effective and a positive change was made, then you can determine what must be done to maintain that positive change.

15 VACATION HOUSE CHECKS

Before leaving the line-up room, review all Vacation House Check Forms to see if any have expired. If one has expired, telephone the residence to see if the occupants have returned safely.

Use the information on the form to verify that the person with whom you are speaking is the resident. Make sure they found everything secure when they returned home.

If you are unable to reach the resident or the Emergency Contact, refer to your Division policy concerning expired Vacation House Checks. It is suggested that house checks continue or, at least, drive-by inspections be conducted until the resident is contacted.

When approaching a home to do a house check be alert for obvious signs of trouble such as a broken window, a door which has been forced open, etc. This is obvious but you should also be alert for more subtle things such as strange cars parked in the driveway or parked near the house. Is there a suspicious person watching you? He/she could be a lookout for a burglary or other crime in progress. If you are concerned about the car or person write down the license plate or other physical description and watch from a safe distance. You can run the plate on Inquiry Channel to learn if it belongs in the neighborhood.

The initial step in the vacation check is to drive past the house looking for anything unusual or suspicious. If all appears to be in order, turn around and park your patrol car in sight of the house but not directly in front of the house. (Do not corner a burglar; allow them an avenue of escape. Their only exit option is the front door). Parking across the street or at the property line of the abutting neighbors is recommended.

When approaching a vacation house, look for spider webs attached to the house. You will get caught in them but so would someone who came shortly before you. Also look for footprints in the grass. If you find any which are unusually fresh (footprints don't last long in the grass), you should back away and watch from a safe distance. Your observation, if any, will help you decide whether to make your check or not make the check and request an Officer.

When rounding corners you should be cautious. Officers are taught to do A corner drills≡, wide turns around a corner, to give them better visibility. This is good practice for RSVPs doing vacation checks.

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Sit in your patrol car for a moment and watch the home for activity. If you wish, beep the horn of the patrol car so you do not surprise a possible burglar.

If no obvious problem is noted:

1. Secure the parking brake
2. Exit and lock your patrol vehicle.
3. As you approach the house, examine all the windows, doors, and shrubs for signs of disturbance. Check for missing screens, broken glass, and other signs of forced entry. As you check the garage doors, remember they often appear to be unlocked because they have automatic door openers. Do not attempt to force them open. **If any signs of forced entry are noted, immediately return to your vehicle and notify Communications!**
4. Use the ABUDDY SYSTEM≡ as you check the vacation house.

The first Member walks in front of the second Member checking doors and windows as both walk around the house. Remember to round the corners or to do a quick peek.

The second Member walks behind the first Member carrying the RSVP radio and the Vacation House Check Form. In the event that the first Member encounters danger, the second Member is responsible for advising Communications and requesting help. If the second Member forgets the location during an emergency, he or she will have the Vacation House Check Form in hand showing the address.

5. If a dangerous situation exists, or an entry location of a burglar is found, both Members should immediately return to the RSVP patrol car and notify Communications. Drive to a safe location. By staying in the RSVP patrol car with the engine running you will have a speedy avenue of escape if a burglar should run in your direction. Remember to be Trained Observers by closely watching the house as you wait for the Officers.
6. If a suspected burglar is seen and if it is safe to do so, use your Trained Observer skills and PD 145 to document a good description of the burglar and of his/her vehicle if one is seen.
7. Make a complete report to the Officer upon his/her arrival.

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Nearly everything we do as RSVP Members is simple and requires common sense. Practice with a Buddy.≡

If you are confronted by a neighbor during a vacation check and you are unable to satisfy their curiosity about why you are there, leave and report the incident to your Liaison Officer. If possible, get the citizen's name and phone number and tell them that your supervisor will be contacting them about their questions. Always carry the RSVP Coordinator's (Sworn Police Employee), business card with you and when someone questions your presence and is not satisfied with your answers, give them the card and tell them to call the Coordinator with any questions they may have. Always be positive and never argue or allow yourself to be drawn into an argument about the reasons for your presence.

Gather up any newspapers, handbills, etc. that are on the sidewalks or in the driveway of the house and place them out of sight of passers-by. Never touch, move, or disturb any packages or deliveries unless the home owner has indicated that it is authorized on the Vacation House Check Form. Contact the Emergency Contact and advise them of the item(s) so they may be properly secured.

Note and record any open windows, doors, missing screens, etc., on the Vacation House Check Form. This is especially important on the first check, and the house should be in the same condition on each subsequent check.

Remember, in the event that you find something unusual, don't disturb anything which

could be evidence.

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YOU ARE NOT ALONE (YANA)

YANA checks are provided by RSVP for those living alone who would appreciate someone occasionally checking on their welfare. There is no minimum age for YANA persons. Younger persons may request YANA visits for a few days during post-surgical or injury recuperation time.

The following points are offered to assist you with YANA visits:

1. Make your YANA visit short (10 to 15 minutes duration).
2. Talk to your YANA person out of ear shot of the care giver. (Does he/she have any concerns regarding the quality of care given?)
3. Be observant, and note any:
 - Irregularities in the home such as cleanliness, neatness, safety features.
 - Unusual bruising or nervousness of the individual.
 - General health and physical condition of the individual.
4. Ask when the Smoke Alarm batteries were last changed.
5. Find out if anyone is responsible for checking on the individual after an earthquake has occurred.

6. Is there a strange person living in the house? If so, remember your academy training.
7. Is the RSVP Emergency Form on the refrigerator? If it's not, help the YANA person fill out a new form.

Casual conversation concerning the individual's condition may draw them out and may reveal unpleasant situations which exist. If unpleasantness is mentioned, you should notify a friend or relative who has responsibility for this person. Be sure you have discussed it with your line-up leader before you proceed with the notification.

If you are uncomfortable or concerned about anything, note the situation in detail on the YANA Request Form and report it to your Administration.

If you are informed by the YANA person that he or she has been the victim of elder abuse, contact Communications and request an Officer to respond for an investigation.

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Does the YANA person show symptoms of what could be Alzheimer's Disease? If so discuss the symptomology with your RSVP Administration and contact the Emergency Contact Person to suggest a medical exam. Remember that many persons believed to have Alzheimer's Disease do not actually have it; they have another treatable medical condition, as discussed in the RSVP Basic Academy.

If you are advised that the YANA person *does*, in fact, have ALZHEIMER'S Disease, suggest the Safe Return Program to the Emergency Contact and assist in any way you can.

You are not there to run errands, fix electrical fixtures, or return library books. The use of your time on a YANA visit is your business. If you see that you can perform a small kindness while you're there, help yourself, but don't set bad precedents which other RSVP Members may not be able to meet in the future.

Always keep your patrol partner in sight during YANA checks, for safety and to maintain the integrity of the organization. This will avoid any false allegations of misconduct against you and your partner.

In many cases, RSVP Members are the only contact YANAs have with the outside world and our observations are important. A short visit can make their whole day.

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BEING A TRAINED OBSERVER

As members of the San Diego Police Department's Retired Senior Volunteer Patrol you will become more observant of things that are out of the ordinary - things the average citizen would never notice. In a short period of time you will begin to learn and to develop a heightened awareness of things and of the people around you.

Practice looking at cars, people and buildings, asking yourself what is different about them. Remember that no two things are alike, each person, car, building, animal, etc. has a unique quality about it that makes it different from something or someone similar. Challenge yourself to find out what that uniqueness is.

You can practice by finding an object and filling out the back of a page in your PD 145 note book, (shown below).

SCHOOL PATROLS

As an RSVP, it is important to know the locations of the schools in your Division, especially the elementary schools and the start and end times for the schools.

You are encouraged to patrol the elementary schools in your service area during the times the students are walking to and from school. As you patrol be aware of vehicles in the area that are not involved in transporting students to and from school. Vehicles that are seen driving in the area numerous times without transporting children should raise suspicion.

If you see a suspicious vehicle or person, be a trained observer and use your PD 145 to document the appropriate information. Share any information you document with your Administration and Patrol Officers in your Division.

During your school patrols you will not contact student crossing guards. The student crossing guards take great pride in their assignment and will salute you when they see you approaching. Please salute back as you pass by.

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HOT CRIME BROADCAST

CRIME TYPE/WEAPON _____

TIME _____

LOCATION _____

NUMBER OF SUSPECTS _____

VEHICLE-COLOR, YEAR, MAKE, MODEL, BODY, ETC.

DIRECTION/TRAVEL _____

RACE _____

SEX _____

AGE _____

HT _____

WT _____

HAIR COLOR _____

EYE COLOR _____

BUILD _____

HAIR LENGTH/STYLE _____
FACIAL HAIR _____
CLOTHING (TOP TO BOTTOM) _____
UNIQUE DESC - TT, SCARS, ETC _____
LOSS _____

22 RADIO PROCEDURES

When using RSVP radios the following procedures must be closely adhered to:

Line-up leaders will issue radios at line-up.

Check your radio for proper operation and for a fully charged battery. If you see a flashing battery on the LCD screen, your battery is low. If you hear a low hum intermittently, similar to a soft foghorn, your battery is almost out and the radio will shut down soon.

Listen for the emergency tone, (a series of rapid beeps on the radio). If you hear the five rapid tones, stay off the radio until the channel is cleared unless it is a life threatening situation.

Be prepared to transmit your thoughts clearly and concisely. Say in your mind what you wish to say once or twice before you transmit it.

Depress and hold the transmit button a moment before you speak, then begin your transmissions with AUNIT≅.

Sign on the radio at the start of your shift as follows: UNIT R S V XXX, **10-8**.

Be knowledgeable of the priority radio codes.

10-28's, 10-29's and other less important traffic should be accomplished on the Inquiry Channel.

When you return from patrol, make sure that you sign off the radio (**10-42**) (end of shift). Remember to *turn off* the radio and place it into the radio charger so it is fully charged for the next day's patrol.

The new radios have an emergency button for emergency help. Some have been deactivated. Check with your Division to see if your emergency button has been

deactivated.

If you should accidentally push the emergency button, Communications will ask you, RSV XXX, are you Code 4??? Your response should be UNIT RSV XXX affirmative. This indicates that you need no assistance. (If assistance is needed, request it). You will then depress your emergency button for two to five seconds to clear the activation. If you fail to respond, Communications may do one of two things: direct an Officer to your location or render your radio inoperative. When you communicate on a radio, remember, **ALWAYS KNOW YOUR LOCATION.**

23 RADIO CALL SIGNS

Communications Division has allocated certain unit designators for RSVP use. The approved unit designators are:

Central Division:	RSV 511-519, 521-529, 531-539
Eastern Division:	RSV 311-319, 321-329, 331-339
Mid-City Division:	RSV 811-819, 821-829, 831-839, 841-849
Northeastern Division:	RSV 231-239, 241-249
Northern Division:	RSV 111-119, 121-129, 131-139
Southeastern Division:	RSV 411-419, 421-429, 431,439
Southern Division:	RSV 711-719, 721-729, 731-739
Western Division:	RSV 611-619, 621-629, 631-639
Traffic Division	RSV 941-948

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NOTES

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RSVP DAILY JOURNAL INFORMATION

Abandoned Vehicles (count the number of vehicles marked).

72-hrs. notices and Abatements. (Abatements could also be tracked as part of a P.O.P. project or as a Special Duty if desired by the Division).

Assist Detectives (count the time you spend assisting; round to nearest 5 minutes).

DA/CA runs.

Passing out crime info hand bills.

Witness checks or follow ups.

Whenever you are assisting detectives, use this space to account for it.

Assist Patrol Officer (count the time you spend assisting the officer(s). Round to nearest 5 minutes.)

Any time you respond to help an officer in the field.

An officer needs to use your camera.

You take flares to an officer.

You assist at a major crime scene.

You assist an officer at an accident.

Etc.

Bank Checks (count the number of banks you check).

Citizen Contacts (count the number of times you contact or are contacted by a citizen).

You give directions.

Assist a disabled motorist.

You give out information on volunteering.

Referrals (the number of times you refer a citizen=s question to an officer or an Administrator).

Example:

A citizen asks you a question and you do not have an answer to the question.

You take the citizen=s name and phone number. Refer the question to someone who has the answer, or if you feel comfortable doing so, find the answer yourself and call the citizen back.

Crime Prevention (the amount of time you spend on speeches, crime prevention talks etc. Rounded to nearest 5 minutes).

AMcGRUFF≅ The Crime Dog presentations.

ADanger/Stranger≅.

Neighborhood Watch.

Crime Prevention pamphlets and hand outs delivered and explained.

Etc.

Crimes Reported/Discovered (the number of crimes you find).

You find an unreported vandalism.

You discover a business broken into.

You observe a bank being robbed.

You identify suspects from a crime that occurred earlier and report the suspect=s location to an Officer or Communications.

Deficiencies Reported (the number of Deficiency Reports that you make).

Pot holes.

Street signs down.

Etc.

Disabled Parking Citations Issued (the number of tickets issued to violators).

Fingerprints (the number of fingerprint cards that you take will be tracked on the monthly statistic sheet only, not on the Daily Journal).

POP (the hours that you spend working on Problem Solving efforts whether they are your projects or you are assisting an Officer or another RSVP Member. Please round to nearest 5 minutes).

ATwo or more calls for service, related in one or more ways≅ and you have the potential for a POP project. If you are driving through a parking lot consistently due to thefts or vandalism, this is an opportunity for a POP project. The Office of Volunteer Services can help you brainstorm a solution using the ASARA≅ model.

Radio calls (the number of times you are called on the radio and assigned a call or task by Communications).

School Patrol (the number of schools you checked during your patrol).

Vacation House Checks (the number of houses you checked during your patrol).

YANA (the number of YANA visits that you conduct during a shift)

Special duty 1,2,3,4

Special Duty can be tracked either by time or number of tasks performed. If you have a Division specific duty that you perform and wish to track for program promotion in your specific community, this is the category to use. Program Administrators need only attach a memo to the monthly statistic sheet explaining the function that will be tracked under the Special Duty Function. Special Duty designations should not change more than once a month.

Examples:

Balboa Park needs to track the number of museums that they check during their patrols. The Balboa Park Administrator can assign Special Duty 1 to track Museum Checks.

Northern Division is conducting patrol sweeps through marinas. This is tracked under Special Duty 1. In addition to the marina checks, Northern is checking bus stops for San Diego Transit. This is tracked under Special Duty 2.

I. RSVP TRAFFIC CONTROL

A. GOALS

- (a) Assist officers at incidents that require traffic control, in accordance with Department policy.
- (b) Reduce the number of officers needed at a collision scene.
- (c) Provide emergency traffic control at a collision scene until a sworn officer arrives.

B. DEPARTMENT POLICY

1. RSVP members who have completed the approved RSVP Traffic Control Training are authorized to assist Police Officers with traffic control when the following conditions are met:
 - (a) RSVP members will maintain verbal contact with a sworn officer during traffic control. This does not include radio contact.
 - (b) RSVP members will also maintain visual contact with a sworn officers during traffic control.
 - (c) RSVP members will not replace police response. RSVP's will be used to assist and reduce the number of officers that are required to conduct traffic control. RSVP's will not be used to replace all sworn officers at an incident that requires traffic control.
2. RSVP Traffic Control Restrictions
 - (a) RSVP will not control traffic in major intersections.
 - (b) RSVP will not manipulate signal boxes.
 - (c) RSVP will not override existing traffic control devices without the direct assistance of a sworn officer.
 - (d) RSVP will not direct traffic in the area of train tracks.
 - (1) Notify dispatch and do not get involved.
 - (2) Stay away from the tracks.

C. CIVIL LIABILITY

RSVP members are accepting a large amount of responsibility when they step into the street and begin to direct traffic. The RSVP members along with the City of San Diego are liable if they are negligent and cause a collision.

D. LAW

81.04(a)SDMC

No person shall refuse or fail to comply with any law, any lawful order, signal or direction of a police officer, member of the Fire Department, or person authorized by the Chief of Police.

E. SAFETY CONCERNS

1. Vehicle vs Officer collisions are the #1 cause of CHP deaths.
2. Don't put yourself at risk. You could make a bad situation deadly if you are not cautious and knowledgeable about your involvement.
3. RSVP's must be comfortable with their traffic control duties, or they should refuse to assist or become involved. Nobody knows RSVP limitations better than they do.
4. Extended exposure to the sun may cause serious health problems. RSVP's should wear an approved RSVP hat and use sunscreen when directing traffic in the sun for extended periods.
5. Vehicles carrying hazardous materials are routinely involved in collisions.
 - (a) Vehicles carrying hazardous materials are required to be identified by HAZ MAT placards.
 - (b) Use extreme caution when vehicles with placards are involved.
 - (1) Back away, stay up wind and do not exit your vehicle.
 - (2) Do not use flares at a hazardous material collision.
 - (3) Notify dispatch of the placard number only if visible from a safe location (approximately 2 blocks upwind).
 - (4) Responding officers will coordinate the scene.

F. COLLISION IDENTIFICATION/RESPONSE

1. **11-82 (Non Injury)** No injury, vehicle damage only.
 - (a) Ask the drivers to remove the vehicles from the roadway if possible. If the vehicle cannot be moved request a tow on inquiry.
 - (b) Issue 11-82 cards and have the drivers exchange information. Explain that the Police Department does not investigate this type of collision. Notify dispatch if a police officer is requested.

2. **11-81 (Injury Collision)** Any visible injury or complaint of pain.
 - (a) Determine the extent of injuries
 - (1) If the victim is pregnant request paramedics.
 - (b) Notify dispatch if paramedics are needed. Be prepared with the following information:
 - (1) Are the victims conscious?
 - (2) Victims approximate age?
 - (3) What is the nature of injury?

3. **11-80 (Serious Injury or Fatal Collision)** Serious injury collision that require extensive investigation.
 - (a) Handle the same as 11-81.
 - (b) Generally this type of collision requires extensive traffic control.

4. **11-83 (No Details)** It is unknown if the collision involves injuries or requires police response.
 - (a) If a RSVP unit is first on the scene, notify dispatch of exact location and collision details.
 - (b) Determine proper collision type and respond accordingly.

II. TRAFFIC CONTROL TOOLS

A. FLARES

Flares are a useful tool in controlling traffic around an obstacle or to gain the attention of a driver. Flares are extremely flammable and can be dangerous if they are used improperly.

1. **CAUTION:** As with other traffic control tools, improper use of flares can add to the hazard.
 - (a) Don't use flares around flammable substance spills.
(Gas, oil hazardous materials, etc.)
 - (1) Gas fumes are a hazard and will explode if you ignite a flare near them.
 - (b) Be aware of your surroundings. Flares will ignite dry bush.
 - (c) Never hold a flare in your hand to direct traffic.
 - (d) Do not channel vehicles into additional hazards.
 - (e) Provide sufficient advanced warning
 - (1) Average perception/reaction time is 1.5 seconds.
 - (2) Stopping distance = perception/reaction time + braking distance.
 - (3) The higher the speeds, the more advanced warning is needed.

2. Proper Lighting/Extinguishing

(a) Lighting

- (1) Remove cap to expose strike plate.
- (2) Hold at arms length.
- (3) Contact and hold flare against strike plate.
- (4) Turn face away from strike area.
- (5) Strike flare moving it away from your body.

(b) Extinguishing

- (1) Pick up at non-burning end (only if at least 3" remain.)
- (2) Tap/scrape the side of the burning end against pavement until extinguished.
- (3) Let short flares (less than 3") burn out.
- (4) Do not step on a flare to extinguish.
- (5) Properly dispose of all unburned ends. Do not leave them on the street.

3. Lane Closures

(a) Give traffic advance notice of the closure.

- (1) Gradually taper the flare pattern
 - a. Keep in mind the speed of approaching traffic.
 - b. Maximum spacing between flares/cones in a taper should be approximately equal in feet to the speed limit.

RECOMMENDED FLARE/CONE SPACING CHART

Approach Speed (MPH)	Taper Length* (FT)	# of Flare/Cones for Taper	Cone/Flare Spacing
25	125	6	25
30	180	7	30
35	245	8	35
40	320	9	40
45	450	10	45

* Based on closing a single lane 12 feet or less

- c. Give traffic a safe channel.

- (b) When closing a lane, always start at the curl line and work into the street. Walk backwards so you can face traffic, which allows you to keep an eye on approaching traffic.

4. Pros and Cons of Flares

- (a) Pros
 - (1) More visible at night.
- (b) Cons
 - (1) Flares produce sulfur vapors which can cause respiratory problems;
 - (2) Flares burn at 1500 degrees and cause burns;
 - (3) Damage to uniforms;
 - (4) Damage to roadway;
 - (5) Labor intensive;
 - (6) Smoke clouds (restrict visibility);
 - (7) Cost.

5. Demonstrates

- (a) Lighting a flare;
- (b) Extinguishing a flare;
- (c) Stacking for extended traffic control;
- (d) Aiming burning end toward on-coming traffic;
- (e) Use of tabs to prevent rolling.

B. CONES

Cones are excellent tools for traffic control. Use of cones is the preferred method of traffic control for RSVP members. Cones have none of the negative problems of flares.

1. Use of cones

- (a) RSVP members will use cones as a substitute for flares during the daytime hours whenever possible.
- (b) Cones are used the same way as flares.
 - (1) Use the same tapering guidelines for some placement as exists for flares.

C. SIGNS AND BARRICADES

Signs and barricades are useful for long term situations. If signs and barricades are used to completely close a street, do not leave enough room for a car to pass between them. Cones are a good tool to supplement signs and barricades.

D. HAND SIGNALS

Hand signals are used to supplement cones, flares, signs, and barricades. Proper hand signals help motorists understand your traffic control pattern. It is very important that all traffic control personnel direct traffic in the same manner.

1. Location

- (a) It is important that when you use hand signals you are standing in a safe place that is clearly visible to the approaching vehicles.
- (b) You must take into consideration perception and reaction time of a driver when determining where to stand.
- (c) Never stand outside of your cone or flare pattern.

2. Hand signals

- (a) **STOP** - To stop a driver, two motions are used.
 - (1) Considering stopping distances, point at the approaching driver with your arm extended. Hold this position until the driver sees the signal.
 - (2) Then raise your pointing hand so that your palm is facing the driver.
 - (3) Hold this position until the vehicle stops.
 - (4) Stop only one direction at a time.
- (b) **START** - To start traffic, stand so that your body is parallel to the traffic to be started,
 - (1) Point at the car that you want to start, with your arm extended. Hold this position until the driver sees the signal.
 - (2) Then, with your palm up, bend your arm at the elbow and make a sweeping motion across your face.
 - (3) Continue this motion until traffic begins.
- (c) **KEEP MOVING** - Continue to use the same sweeping motion as "Start" for slow or timid drivers.

- (d) **LEFT TURN** - To direct a driver to make a left turn you may need to stop all cross traffic.
 - (1) Standing facing the approaching or stopped vehicle, point at the

driver with your right hand. Hold this position until the driver sees the signal.

- (2) Then with your pointing hand sweep your arm in the direction of the left turn, momentarily pointing in that direction.
 - (3) Repeat this motion as necessary.
- (e) **RIGHT TURN** - Right turn usually pose no problems because drivers generally will turn right on their own. Slow or timid drivers may need direction.
- (1) Standing facing the approaching or stopped vehicle, point at the driver with your right hand. Hold this position until the driver sees the signal.
 - (2) Then with your pointing hand sweep your arm in the direction of the right turn, momentarily pointing in that direction.
 - (3) Repeat this motion as necessary.

E. WHISTLE

The whistle is used in conjunction with hand signals to get the attention of drivers and pedestrians. The whistle is not a signaling device in itself.

1. The whistle is used as follows:
 - (a) **STOP** - One long blast with a stop hand signal.
 - (b) **START** - Two short blasts with a start hand signal.
 - (c) **GET ATTENTION**- Several short blasts.

F. VOICE

The voice is sometimes used in directing traffic even though hand signals and the whistle is usually sufficient.

1. There are several reasons why verbal commands are not commonly used.
 - (a) Verbal orders are not easily given or understood and often lead to misinterpretations.
 - (b) People are often offended by someone shouting at them, even if it is not in anger.

2. Occasionally a driver or pedestrian will not understand your hand signals and a voice command will be required.

- (a) When this happens
 - (1) Move closer to the person and politely and briefly explain the

- command.
- (2) Do not shout or lose your temper, even if you are provoked.
 - (3) Do not attempt to engage in conversation or give directions, this only creates more of a traffic problem.
3. When dealing with pedestrians, remember that they are much more independent than drivers and are less likely to obey your instructions. Be firm, yet polite.

G. FLASHLIGHT

A flashlight can be used to assist in traffic direction at night. Do not direct traffic at night without a flashlight. Generally RSVP will not be directing traffic at night because it is more dangerous.

1. **CAUTION:** When using a flashlight keep the following in mind.
 - (a) Do not assume an oncoming driver will see you.
 - (b) Never stand in the path of the vehicle. Stand to one side.
 - (c) Avoid blinding the motorist with the flashlight.
 - (d) Make sure your flashlight has fresh batteries.
2. Flashlight signals
 - (a) **STOP**
 - (1) Hold the flashlight at arms length, pointed in the direction of oncoming traffic.
 - (2) Slowly waive the flashlight from side-to-side across the path of the vehicle until you have the driver's attention and the vehicle stopped.
 - (3) Once you are illuminated by the vehicle headlights, use your free hand to give appropriate hand signals.
 - (b) **START**
 - (1) Hold the flashlight in front of you pointed toward the vehicle.
 - (2) Sweep the flashlight in the direction that you want the vehicle to go.