



**ALAMEDA POLICE DEPT.**  
1555 Oak Street  
Alameda, CA 94501  
(510) 337-8340  
CA0010100

# TRAINING BULLETIN

## **Documentation of Negligent Firearm/Projectile System Discharges**

NO: 18-02

DATE: 09/11/18

FOR FURTHER INFO CONTACT:

Sergeant Agosta

**Background:** The purpose of this Training Bulletin is to establish a procedure to ensure the proper documentation of negligent firearm discharges. This training bulletin shall also apply to kinetic energy projectile and pepper projectile systems. For further information concerning firearm discharges, please refer to Lexipol policy 312. Although proper documentation of these types of incidents is of the foremost importance, please ensure that the protections entitled to officers by the Peace Officers Procedural Bill of Rights Act (POBR) are not violated.

If a negligent discharge occurs, the supervisor may obtain a Public Safety Statement from the involved officer. Public safety information shall be limited to such things as: number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses, property damage incurred and any other pertinent information. If further information is needed, the supervisor shall advise the officer of his right to representation per Government Code 3303(i) prior to further questioning.

**Procedure:** Effective immediately, the below listed Firearm/Projectile System incidents will be documented:

1. While officer was on-duty and no property damage occurred
2. While officer was on-duty and property damage occurred
3. While officer was off-duty and within the city of Alameda
4. While officer was off-duty and outside the city of Alameda

**Supervisor procedure:** When one of the above listed reportable incidents occur, the supervisor shall gather all applicable data necessary to document the incident as described within Lexipol policy 312.

If a report is generated for a negligent discharge, the "Incident" should be listed as "Misc." and the offense should be listed as "Misc."

**Training after a negligent discharge:**

**Handgun:** If a negligent discharge with a handgun occurs while the officer is on-duty, the officer shall be removed from duty until their weapon can be inspected and documented training can be provided by a departmental firearm instructor. If no instructor is available, the Range Master or Assistant Range Master will be contacted. They will then facilitate immediate documented firearms training prior to the officer being returned to duty.

If the officer was off-duty at the time of the incident, they shall be provided documented firearms training and have their weapon inspected prior to their return to duty.

**Patrol rifle or projectile system:** If a negligent discharge with a patrol rifle or projectile system occurs while the officer is on-duty, the weapon will be removed from the employee's possession for inspection. The officer may return to duty but shall not deploy that type of weapon until documented training can be provided by a departmental firearm instructor. If no instructor is immediately available, the Range Master or Assistant Range Master will facilitate documented training as soon as possible prior to the officer deploying that weapon again.

**Notifications:** After a negligent discharge occurs, a Blue Team entry will be completed. The incident shall be forwarded to the Watch Commander and "CC" to Command staff, Department Range Master, and Inspectional Services.





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# TRAINING BULLETIN

**Narcan/ Naloxone Procedure**

NO: 18-03

FOR FURTHER INFO CONTACT:

DATE: 10/15/2018

Lieutenant David Pascoe

## PURPOSE AND SCOPE:

This procedure recognizes that members often encounter persons who appear to be in need of medical aid and establishes a law enforcement procedure for handling such situations.

## DEFINITIONS:

**Naloxone Hydrochloride (Narcan):** Naloxone, also commonly known as Narcan, is a prescription medication used for the treatment of a possible opioid and/or suspected opioid overdose.

**Intranasal:** Naloxone is a narcotic antagonist that works by affecting the opiate receptor sites within the brain. Naloxone is administered into the subject's nose via intranasal administration (spray). The nasal cavity is covered by a thin mucosa which is extremely vascular and provides a direct route into the blood stream of the subject. This method of administration is noninvasive and quickly effective.

**Opioid Overdose:** An opioid overdose is an acute medical condition due to excessive exposure to an opioid such as Heroin, Morphine, Tramadol, and Oxycodone. This serious medical condition can cause the victim to suffer from an altered level of consciousness, pinpoint pupils, respiratory arrest, and can lead to death.

## PROCEDURE:

### A. STORAGE OF NALOXONE:

Intranasal Naloxone should generally be stored between fifty-nine and eight-six degrees Fahrenheit and should be kept away from direct sunlight. However, the manufacturer of the product suggests it will not become adulterated unless temperatures drop below thirty-two degrees or exceed one hundred and forty degrees Fahrenheit.

Naloxone is a fairly stable medication, with a shelf-life ranging between eighteen months and two years. The life of the product is determined by its production date, not when it was obtained or placed into service.

**B. ISSUING NALOXONE KITS:**

Naloxone kits will be issued by the Watch Commander of the designated sergeant. All Patrol, Investigations, Traffic, and SWAT members will be issued Naloxone kits after they have completed opioid overdose training. A kit will be assigned to each patrol vehicle, traffic motorcycle, Investigation vehicles and SWAT vehicles. Kits should remain in the respective vehicles unless a member responds to a call for service and/or are involved in situations where exposures may be anticipated.

**C. USING NALOXONE:**

Members trained in the use of Naloxone are authorized to use it without prior approval in cases where an opiate overdose is suspected.

When administering Naloxone, employees should maintain universal precautions against blood borne pathogens.

Prior to administration of Naloxone, members should assess the victim for lack of breathing, pulse and unresponsiveness. Members should conduct a brief visual survey for any obvious evidence of drug use or exposure.

If members determine the victim is suffering from an opiate based overdose they will request the Alameda Fire Department or any Emergency Medical Services (EMS) in conjunction with the administration of Naloxone.

Naloxone shall be administered by members through the intranasal method only as approved by the local Emergency Services Director and in accordance with training guidelines.

Members administering Naloxone on anyone, including other members of this agency or other law enforcement agencies, shall notify the appropriate medical personnel so a more thorough assessment can be performed.

**D. TRAINING:**

Prior to being issued and/or administering Naloxone, members must complete an Opioid Overdose Prevention Training conducted by a person authorized by the Agency to serve as a trainer. The authorized trainer must be trained under Title 22, California Code of Regulations, to conduct the training. The training will only be offered to sworn personnel and will be conducted initially during the Field Training Program and subsequently every two years during departmental Continued Professional Training (CPT). The Personnel and Training Sergeant is responsible for ensuring this training is conducted.



#### **E. MAINTENANCE AND REPLACEMENT:**

Daily inspection of the Naloxone kit shall be the responsibility of members prior to going into service.

The Naloxone kit shall be kept inside the vehicle and not in the trunk while the member is in service. This is imperative since extreme temperature changes may affect the effectiveness and integrity of the medication.

Members should take precautions to ensure their Naloxone kits are not exposed to extreme temperatures. Exposure to extreme temperature changes may affect the effectiveness and integrity of the medication.

The Naloxone kits should be kept on a member's person when responding to calls for service or instances where an exposure is likely to occur.

Naloxone kits stored at the Police Administrative Building (PAB), shall be stored in a locked pelican case inside the sergeants' office. If a kit needs to be accessed or exchanged, a sergeant will ensure that the member accurately fills out the APD Naloxone Inspection Log.

The Investigations Commander will be the Program Administrator. The Program Administrator or assigned sergeant should conduct an inspection of the Naloxone kits on the first working day of each month. Inspections should be recorded on an APD Naloxone Inspection Log and forwarded to the Program Administrator or assigned sergeant. Completed logs should be forwarded to the Personnel and Training (P&T) Unit.

Missing or damaged Naloxone kits should be reported as missing or damaged equipment to the member's immediate supervisor. The supervisor will then ensure proper notification is made to the Naloxone Program Administrator so kits can be replaced as necessary.

A departmental memorandum will be authored to document missing or damaged Naloxone kits. The memorandum shall be routed to the employee's immediate supervisor and the designated program administrator. The Naloxone Program Administrator shall route a copy of the memorandum documenting missing or damaged kits to the P&T Unit.

Naloxone can only be obtained by prescription and will be ordered for the Alameda Police Department on an "as needed" basis by the program administrator.

#### **F. DOCUMENTATION AND REPORTING:**

Upon administering Naloxone and advising appropriate medical staff, the involved member shall complete a report describing the details, circumstances and results of the incident. The report should include any information for victims, witnesses or suspects and include a detailed narrative describing symptoms observed and any evidence of drug use observed at the scene.

**Paul J. Rolleri Chief of Police**

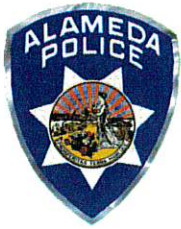
This report is imperative for Emergency Medical Services Manager to conduct an audit of Naloxone administration within Alameda County.

Attachments:

Alameda Police Department- Naloxone Inventory Log

Alameda Police Department EMSA Medical Director Standing Orders





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# TRAINING BULLETIN

## Warning Citations

NO: 20-01

DATE: 3/31/2020

FOR FURTHER INFO CONTACT:

Lieutenant McMullen

Effective April 1, 2020, the Alameda Police Department will begin using warning citations (example attached). The purpose of the warning citation is not to replace the formal citation but supplement the options officers have to help educate the public to gain compliance and cooperation. These citations should be used to clear infraction detentions when a formal citation processed through the Superior Court is not desired. This procedural addition will result in a change from previous radio transmissions used to clear traffic stops and other citations. The process will allow for more formalized enforcement during calls where officer discretion is permitted. Warning citations should not be issued for misdemeanor crimes unless specific instruction from the Chief of Police.

The citation should be filled out entirely using the most factual information available. All observed violations for which the person was stopped should be noted on the citation. For example, if a vehicle is observed making an unsafe lane change and the vehicle has an inoperable taillight; both violations should be listed on the warning. Traffic stops, or other calls where a warning citation is issued, should be cleared by "909 cite." The violator will be given the white copy of the citation while the blue copy of the warning will be turned into the citation box by the end of the officer's shift for processing by Records Personnel.

This new process should eliminate the use of verbal warnings. There may be incidents where completing a written warning citation would unreasonably delay the officer from responding to a priority call. In these cases, a verbal warning may be utilized, however, the reason for giving a verbal warning must be later justified to the field supervisor.

The warning citations books are serialized and must be checked out using the same process of formalized citations. Canceling or amending a warning citation will follow the same process as if it were a formal citation, less the court notification. Warning citations are official documents and will be completed with the same accuracy as any other citation or police report. Falsifying these citations exposes an officer to the equal liability of falsifying any other official document.

Issuing warning citations will provide a better mechanism for the Alameda Police Department to track traffic enforcement data and it will allow officers to use broad discretion on which type of citation to issue.



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# TRAINING BULLETIN

**Department Use of Social Media  
Platforms**

NO: 21-03

DATE: 4/01/2021

FOR FURTHER INFO CONTACT:

Captain Jeff Emmitt

The purpose of this Training Bulletin is to provide further direction to APD employees who are authorized to post on APD's social media platforms.

## **Background**

Recently, there has been discussion regarding the use of APD's social media platforms. Policy 391-Department/Office Use of Social Media provides overall direction to employees who are authorized to post to our social media accounts. APD's social media platforms' goal is to provide the public with practical information regarding services, issues, investigations, and other relevant events. The updated procedure is not replacing our current Social Media Policy. The Training Bulletin is an operational guide to assist those authorized to post to our platforms.

## **New Procedure**

### **ALAMEDA PD MEDIA TEAM MISSION STATEMENT**

Our mission is to educate our community about the various duties and services provided by the Alameda Police Department (APD). Through transparent engagement on our social media platforms, we are providing a clearer understanding of our department with the intent of creating a stronger and collaborative relationship with our community. By growing our social media platforms, we want to better educate, inform, and engage our community about impending emergencies, crime prevention, traffic safety, and events that impact their lives.

### **PLATFORMS**

Facebook

Twitter

Instagram

YouTube

Nextdoor



## **BEST PRACTICES FOR SOCIAL MEDIA**

- Content goals: 1/3 events, 1/3 crime-related (including crime prevention and traffic safety tips), 1/3 feature stories.
- Who APD should follow: influencers (news organizations, stakeholders), groups that do business with the City of Alameda (COA) or APD. (Generally, individuals will not be followed except when necessary to engage in an exchange of messages/information.)
- Always remember it's not about "you," but the community "you" serve.
- Keep posts short and concise.
- Write conversationally. Think about how one would explain a tough topic to a friend or family member. Ask oneself, "Why would they care?"
- When appropriate, use emojis and have fun.
- Hashtag for branding and to join broader social media conversations.
- Always post with a visual: pictures or video.
- When in doubt, contact Cole Pro Media advisors.

## **ETIQUETTE AND ENGAGEMENT**

- Be respectful of the audience.
- Contributor should respond to all comments the first time.
- A potential response to a positive comment: "Thank you, Kathy. We appreciate the support."
- Response to negative comment: "Thank you for letting us know, Kathy. We'll look into it." or "Thank you for your comment, Kathy. Please call xxx for more information."
- Comments may be blocked, hidden or deleted if they fall into one of the following categories: obscenity as defined by the California Penal Code, Criminal threats as defined by the California Penal Code, illegal activities, links to malware, encouraging hate crimes as defined by the California Penal Code.

Attachments:

APD Policy 391-Department/Office Use of Social Media



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# TRAINING BULLETIN

## Training Request Form

NO: 22-01

DATE: 5/11/2022

FOR FURTHER INFO CONTACT:

Lieutenant A. Kuboyama

The purpose of this training bulletin is to explain a change in procedure for submitting a Training Request Form (TRF).

A TRF is used to submit requests to attend department-approved training. The routing procedure allows the Training Manager to assess the course's applicability to the requestor's assignment, and for the requestor's supervisors to review and monitor requests generated by their personnel.

The current process requires the requestor to submit a hard copy of a TRF. The new process will utilize an electronic platform to improve the speed of the approval process.

## New Procedure

### Requestor Responsibilities

- 1) Log into PlanIt: <https://latest.planitschedule.com/login.aspx?c=alamedapd>
- 2) Under *Quick Links* (left side of your homepage), click on *Training Request*
- 3) Click on *Submit Form* or *Submit New Form* (both options link to the same page)
- 4) Complete all relevant fields
- 5) Submit the form to the first reviewer (see routing procedure workflow - page two)

\*For *Hyperlink for course flyer/agenda*, search the course presenter's website and retrieve the course flyer/agenda hyperlink. **Do not submit a link for the POST website.**

### Reviewer Responsibilities

- 1) Verify the impact to staffing
- 2) Comment on the merits of the training
- 3) Approve or deny the request
  - If approving the request:
    - Forward to the next reviewer (see routing procedure workflow - page two)
    - *[Initial reviewer only]* Change the requestor's work status in PlanIt so the days/hours of the training are reflected in PlanIt (i.e., Monday to Friday, 8:00am to 5:00pm). If the request is later denied during the approval process, return the requestor to their regular work days/hours in PlanIt.
  - If denying the request, route the form back to the requestor



## Routing Procedure

### Officers



### Officers in an ancillary assignment (i.e., Marine, SWAT, Peer Support, DT, Range, etc.)



### Sergeants



### Sergeants in an ancillary assignment (i.e., Marine, SWAT, Peer Support, DT, Range, etc.)



### Professional Staff



## Training Division Responsibilities

- Designate whether the course is *mandatory*, *essential*, or *desirable*
- Designate whether the training costs fall within the scope of the training budget
- Arrange course registration and travel, if applicable



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# TRAINING BULLETIN

**Police Report Preamble**

NO: 22-03

DATE: 9/28/22

FOR FURTHER INFO CONTACT:

Lieutenant J. Crossley

The purpose of this Training Bulletin is to establish a uniformed preamble that precedes all police reports and supplemental reports.

Effective immediately, there will be a two line preamble required at the beginning of all police reports and supplemental reports. The two line preamble will be as follows:

I **did / did not** use force or observe any use of force in this incident.

I **did / did not** collect evidence and/or property in this incident.

**Use of Force** means any reportable use of force per Use of Force policy 300.

**Evidence/Property** means any evidence or property collected, up to and including photographs and recordings uploaded to Evidence.com. BWC recordings of the incidents themselves do not need to be included, as there already is a drop down box for that in RIMS.

Note: This procedure does not apply to supplemental reports created by Comcen personnel for CAD entries/removals.





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# TRAINING BULLETIN

**\*\* UPDATE \*\***

**AFD/APD Mental Health Crisis  
Response Protocol (5150 W&I)**

NO: 21-04

DATE: 3 /10/2022

FOR FURTHER INFO CONTACT:

Lieutenant E. Klaus

**\*\* UPDATE \*\***

After further review of the current AFD/APD Mental Health Crisis response program, it has been determined that changes are needed in order to make the program more successful. The changes made to the program are detailed throughout this updated training bulletin.

## **Purpose**

The purpose of this Training Bulletin is to update personnel on the current AFD C.A.R.E. team/APD protocols and procedures when responding to calls related to a mental health crisis. Recently, the City of Alameda has shifted its direction on how our first responders respond to calls involving a person(s) suffering from a mental health crisis.

## **Procedure**

Effective December 16, 2021, the Alameda Fire Department C.A.R.E. team will be designated as the primary first responders to any call involving a person(s) suffering from a mental health crisis. Two APD officers and a supervisor will be dispatched to all mental health crisis calls to assist the C.A.R.E. team; however, they are there to provide guidance and should not enter a structure unless there is an immediate threat to AFD personnel or **Active Violence** is occurring. During circumstances where APD officers may need to enter a structure, it should be at the direction of the patrol supervisor.

The only exception to this procedure is when information is obtained to suggest a crime has occurred, the individual(s) is involved in **Active Violence** and/or is **Armed**. This will elicit a change in response where APD personnel will be designated as the primary agency. Once the scene has been deemed safe, APD will turn the call over to the C.A.R.E. team for further evaluation. Every effort shall be made to preserve scene integrity for investigative purposes. APD officers will remain on scene until cleared by the C.A.R.E. team personnel.

**Armed is defined as:** armed with a deadly weapon that is likely to cause great bodily injury or death.

**Active Violence is defined as:** individuals suffering from a mental health crisis who are actively harming or attempting to harm someone, not themselves.

AFD C.A.R.E. team personnel on scene will complete an evaluation of the person(s) suffering from a mental health crisis and determine the necessary resources needed. If applicable, they will also have the ability/authority to place an individual on a psychiatric hold. Additionally, AFD will complete their own 5150 W&I form to document their contact and transport if required.

When the C.A.R.E. team is unavailable, APD personnel will be dispatched to all mental health crisis calls and be assigned as the handling department. During these circumstances, the APD supervisor or his/her designee should call the C.A.R.E. team via the C.A.R.E. team cell phone and determine if the team will be out of service for an extended period of time. There may be times when the C.A.R.E. team can become available to assist; therefore, a delayed response to the mental health crisis call may be appropriate. When determining the delayed response, the APD supervisor or his/her designee needs to consider the nature of the call and the well-being of the mental health crisis patient. A delayed response may not be appropriate in certain circumstances. APD personnel shall handle these calls following our current Lexipol Policies guidelines. (Policy- 418 Mental Illness Commitments and Policy- 466 Crisis Intervention Incidents).

When APD officers place a patient on a mental crisis evaluation hold, they will have APD COMCEN notify ACRECC of the mental health crisis hold and request a transport via AFD. AFD will send an ambulance to the scene for the transport.

**AFD C.A.R.E.S hours:** 24 hours, seven days (unless training or handling a major incident)

## **COMCEN**

When a person calls to report a mental health crisis incident, COMCEN shall:

- Determine if a crime has occurred
- Determine if the subject(s) is **Armed** or if there is **Active Violence**:
  - If **YES** to either, enter a **PD5150** call
  - If **NO** to both, enter an **AFD5150** call
- Document if drugs or alcohol are involved
- Detail behaviors, actions, and statements made
- Transfer the caller to ACRECC, relay details, confirm dispatch status of the C.A.R.E. team
- Advise the patrol supervisor of the mental health crisis call

## **Radio Codes**

**PD5150** (*APD will be the primary handling agency*) - mental health crisis calls that involve a crime, **Active Violence**, and/or **Armed** individual(s).

**AFD5150** (*AFD will be the primary handling agency*) - mental health crisis call that does not involve a crime, **Active Violence**, and/or **Armed** individual(s).

## **Patrol Officers**

When an **AFD5150** mental health crisis call is dispatched to patrol officers, the officers will respond in a supportive role for the C.A.R.E. team. APD officers and the C.A.R.E. team members



shall coordinate efforts via a phone call or through COMCEN to set a meeting location prior to responding to the call together as a team. Prior to responding, APD officers and the C.A.R.E. team members shall discuss each other's roles during the call, including contingency plans. Officers on the scene should make themselves available to the C.A.R.E. team to provide guidance if needed and will not enter the scene unless there is an immediate threat to AFD personnel; **Active Violence** is occurring to an innocent party, the person(s) is **Armed**, or the patrol supervisor feels it is necessary to enter the scene to assist. If patrol officers are not required to intervene, they shall remain in close proximity to the C.A.R.E. team. It is the responsibility of APD to protect the C.A.R.E. team members. The call shall be documented on an incident card.

When a mental health crisis call is dispatched and involves a crime, someone who is **Armed** and/or engaged in **Active Violence**, patrol officers will be designated as the primary handling agency (**PD5150**). Once the scene/situation has been deemed safe, or the criminal investigation has been completed, the incident should be relinquished to the C.A.R.E.S team by notifying them via radio through APD COMCEN. In these cases, the patrol officer(s) shall complete a report documenting their actions for the criminal investigation. Do not include mental health verbiage in the police report unless it is pertinent to the criminal investigation. Every effort shall be made to preserve scene integrity for investigative purposes.

#### **Patrol Supervisors:**

When a mental health crisis call is dispatched to patrol officers, the patrol supervisor shall be notified of the call, acknowledge the call, and respond to the scene. It will be the responsibility of the patrol supervisor to brief the on-duty patrol watch commander on all mental health crisis calls.

#### **Patrol Watch Commanders:**

Watch Commanders shall respond to mental health crisis calls when a patrol supervisor is unavailable. It is the responsibility of the Watch Commander to work with the AFD Duty Chief to discuss any issues that may arise during mental health crisis call.







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# TRAINING BULLETIN

**Cell Phone Evidence  
Ramsey Box  
Faraday Bags**

NO: 21-02

DATE: 3/3/2021

FOR FURTHER INFO CONTACT:

Officer Adam DiGiusto

Mobile devices have become an integral part of today's society. As such, forensic practitioners understand these devices are prone for criminal use. As technology is ever changing, with new devices, software and methods of anti-forensics arising daily, we face the constant challenge of keeping up-to-date with new handling methods. This bulletin intends to provide a step-by-step guideline for the officer who seizes a cell phone for the purpose of extracting data held within.

## **Seizure**

1. Once it has been determined a cell phone may contain evidence of a crime, be sure to secure and control the area containing the cell phone by cordoning off the area. Do not allow others to interact with the cellphone(s). Your chain of custody starts now.
2. If possible, take a photograph of the cell phone in the condition you found it. Be sure to start your photos from a distance to best capture the scene. As you get closer to the phone, take note as to what is on the screen and document all items in your police report. These items could be critical, as email addresses, social media names, etc. are often seen on a locked screen.
3. If the cell phone is on, keep it on. Seize cables, chargers, etc. as these may assist the inquiry and minimize the delays in any examination.
4. While still on scene, place the phone in a Faraday Bag which can be found in the patrol Sergeant's office. The Faraday bag blocks signals to the phone in an effort to safeguard against a remote wipe. Open the hook and loop fastener (similar to Velcro), place the phone inside the bag, then close the hook and loop fastener.

### **Transport and Securing the Cell Phone**

1. Transport the phone to the Alameda Police Department, enter it into RIMS, and print tag. Place the Faraday bag and any charging cables in the Ramsey box located on the north wall. Plug the charging cable in. At this point, DO NOT plug the phone in yet! Close the box and secure it with the two front latches. Now, the phone is protected from a remote wipe.
2. Using the Ramsey gloves, remove the cell phone from the Faraday bag and plug it in to its charging cable. Standard Apple and Android cables are available to use in the Ramsey box, if needed. Leave the Faraday bag inside the locked Ramsey box.

### **Notification**

Prior to notification to a Forensic Examiner/Investigations Division Supervisor, ensure you have the legal authority to search the cell phone. Such authorities include:

- \* Search warrant
- \* Consent
- \* Probation or Parole
- \* Abandoned property

If a search warrant has been granted, place a copy of the search warrant into the Investigation Division Supervisor Mailbox and upload a copy to Evidence.com.

If consent has been granted, ensure a consent form has been signed AND be sure the owner of the phone has the ability and means to rescind consent at any time (part of the parameters of a consent search). Ensure the Investigation's Division is provided with the current contact information for the person who has given consent to the search to allow the Investigations Division

If the phone belongs to a suspect who is on parole or has probation conditions to allow a search of a cell phone, print out those conditions and place them next to the Ramsey box. Also, indicate how you know the seized phone belongs to the parolee/probationer.

A search warrant is not needed to conduct a search of an abandoned phone.

Once one of the above requirements have been met, contact your Forensic Examiner to advise him/ her an extraction is needed.

All actions taken to collect and book a cell phone shall be documented in an official police report.



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# TRAINING BULLETIN

**Directed Patrol CAD Entries**

NO: 22-02

DATE: 9/14/22

FOR FURTHER INFO CONTACT:

Officer C. Leahy #77

The purpose of this Training Bulletin is to establish a consistent procedure for the entry and tracking of Data-Driven proactive efforts via the CAD system.

Effective the date of this Training Bulletin, there will be three new types of calls for service in the CAD system: **DIRECTED PATROL - CRIME (CRIME)**, **DIRECTED PATROL - TRAFFIC (TRAFFIC)**, and **DIRECTED PATROL - COMMUNITY OUTREACH (OUTREACH)**. These call types are intended to replace the Daily Activity Reports formally used for directed/pro-active patrols.

On a semi-weekly basis, the Area Commander(s) will direct COMCEN to enter various standing calls for service under the aforementioned categories based on intelligence gathered from recent police reports. These directed patrol calls for service will remain in CAD until replaced or closed by the Area Commander(s).

At the beginning of each shift, officers should familiarize themselves with any active CRIME, TRAFFIC, and/or OUTREACH calls listed in their respective sectors. Calls for service permitting, officers should place themselves on these calls to address the requested data-driven enforcement. Officers should remain on the appropriate call type for the duration of their proactive efforts. This will allow for better tracking of time spent on data-driven proactivity.

Nothing in this training bulletin is intended to dissuade or prevent officers from conducting PWT's, Patrol Checks, Traffic Enforcement, or Community Outreach in locations not entered into CAD by the Area Commander(s). However, special attention is requested to all CRIME, TRAFFIC, and OUTREACH calls entered into CAD.

## **DIRECTED PATROL – CRIME:**

The purpose of the "CRIME" call type is to better track officer-initiated activity informed by data-driven intelligence. Patrol checks, PWT's, and high visibility patrols are some examples of proactive efforts that may be requested using the CRIME call designation. The details of each individual CRIME call will be listed in the call description. Officers should enter CAD notes into the CRIME call via their MDT to document their proactive efforts.



In the event that an officer takes any enforcement action while assigned to a CRIME call type, the officer should request to be placed on a separate/new incident. For example, if an officer makes a subject stop while assigned to a CRIME call, they should advise COMCEN using the appropriate radio traffic i.e. "2L12, out on one, [location]." If the enforcement stop leads to no arrest or report taken, the officer should be placed back on the CRIME call type if they intend to continue the directed patrol. Upon an officer clearing, COMCEN will return the call to pending.

### **DIRECTED PATROL – TRAFFIC:**

While conducting traffic operations at the locations requested by the Area Commander(s), officers should notify COMCEN and request to be placed on the appropriate "TRAFFIC" call for service. This will allow for better tracking of time spent by officers conducting traffic operations in the traffic locations identified by the Traffic Unit.

When an officer observes a violation and conducts a traffic enforcement stop, they should notify COMCEN of the 908T via police radio. The radio procedures for traffic enforcement stops will remain unchanged. COMCEN will then temporarily remove the officer from the "TRAFFIC" call for service and enter a separate 908T call in CAD.

Once the officer clears from the traffic enforcement stop, the officer should request to be placed back on the "TRAFFIC" call for service if they intend to continue traffic operations in that same area. Otherwise, the officer should notify COMCEN they are "909" and no longer conducting traffic operations in that area.

Although the traffic locations will be listed as standing calls for service in CAD, officers are encouraged to conduct traffic enforcement stops in other areas if violations are observed.

### **DIRECTED PATROL – COMMUNITY OUTREACH:**

The OUTREACH call type will be used for the purpose of non-enforcement directed efforts. Examples may include attending community meetings, walking the business districts to engage with business owners, attending events organized by the COPPS unit, non-enforcement PWT's, etc. All Community Outreach calls will contain a brief description of the requested outreach efforts.

If an officer elects to conduct community outreach not previously requested by the Area Commander(s), they should notify COMCEN of the new OUTREACH call via radio and enter CAD notes before clearing the call.



**ALAMEDA POLICE DEPT.**

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# TRAINING BULLETIN

**Risk Management Incident Tracking  
(revised)**

NO: 16-04  
\*\*UPDATE\*\*

DATE: 10/14/22

FOR FURTHER INFO CONTACT:

Lieutenant A. Kuboyama

The purpose of this Training Bulletin is to amend Training Bulletin 16-04 (Blue Team use for incident tracking).

The previous procedure included reporting certain incidents through the IA Pro / Blue Team platform for statistical data collection, tracking, and analysis. No changes are being made to the incidents that must be documented in a Risk Management Reporting Portal, which include instances of:

- 1) Firearm Discharge: Any non-training firearm discharge by an officer
- 2) Forced Entry: Any incident where police personnel force entry into any location
- 3) Use of Force: Any reportable use of force
- 4) Vehicle Collision: Any collision involving an on-duty police employee
- 5) Vehicle Pursuit: Any officer-involved vehicle pursuit
- 6) Weapon Display: The pointing of any firearm or Taser at a person

## **New Procedure**

A new portal is being used to capture reportable risk management incidents. In addition to the six incidents outlined above, the intake of personnel complaints has been added.

## **Supervisor Responsibilities**

When one of the reportable incidents occur, gather all data needed for entry into the Risk Management Reporting Portal. This must be completed by the end of the next business day. Select the appropriate report and enter all required information.

Routing Procedure

Firearm Discharge



Forced Entry



Personnel Complaint



Use of Force

Low level of force



Intermediate level of force



Vehicle Collision



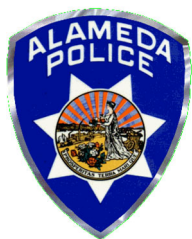
Vehicle Pursuit



Weapon Display







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# TRAINING BULLETIN

**Use of Force Report Form (revised)**

NO: 11-06  
\*\*UPDATE\*\*

DATE: 10/14/22

FOR FURTHER INFO CONTACT:

Lieutenant A. Kuboyama

The purpose of this Training Bulletin is to amend Training Bulletin 11-06 (Use of Force Report Form APD-300 Revision).

As outlined in Policy 300.5.1, any use of force by an officer shall be reported immediately to a supervisor, including but not limited to the following circumstances:

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of a Conducted Energy Device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles, or belly chains.
- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges unreasonable force was used or that any of the above has occurred.
- (j) The use of deadly force
- (k) The discharge of a firearm except during training

## New Procedure

300.5.1(b) and 300.5.1(f) can be deemed a *low* level of force, so long as no other subsections apply. The remaining nine circumstances are an *intermediate* level of force.

All reported uses of force will be investigated and reviewed through the chain-of-command. See Training Bulletin 16-04 (revised 10/14/22) for incident reporting procedures.

Low Level of Force	<b>Classification</b>	
	<p>Policy 300.5.1(b) – The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.</p> <p>This includes the use of de minimis force to overcome resistance. Examples may or may not include:</p> <ul style="list-style-type: none"> <li>○ Pulling a person’s arm after they have been placed in a control hold and have resisted efforts to be placed in handcuffs,</li> <li>○ Using a takedown technique to prevent the person from fleeing, or</li> <li>○ Applying a pain compliance technique.</li> </ul> <p>Policy 300.5.1(f) – Any application of a restraint device other than handcuffs, shackles, or belly chains.</p> <p>This includes the use of de minimis force to:</p> <ul style="list-style-type: none"> <li>○ Apply the WRAP Restraint Device***</li> </ul> <p>***If the restrained person alleges their breathing was restricted, Policy 300.5.1(c) would apply, making the application of the WRAP Restraint Device an <i>intermediate</i> level of force.</p>	
	<b>Investigation</b>	
	<p><b>Sergeant</b> (due within 30 days of the incident)</p>	<ul style="list-style-type: none"> <li>▪ Review and approve reports.</li> <li>▪ Gather BWC videos, photographs, and other digital evidence, and upload the files to the Use of Force Reports network folder.</li> <li>▪ Create an entry in the Risk Management Reporting Portal. See Training Bulletin 16-04 for incident reporting procedures.</li> <li>▪ Conduct an investigation. Based on a review of all evidence, summarize your investigation in the Risk Management Reporting Portal and determine whether each application of force was in/out of compliance with policies and training. <ul style="list-style-type: none"> <li>○ You may consult with a subject matter expert (SME) to understand training and policy. However, you shall not depend on the SME to come to a finding.</li> </ul> </li> </ul>
	<p><b>Lieutenant</b> (due within 30 days of receipt)</p>	<ul style="list-style-type: none"> <li>▪ Review the investigation and findings. If the findings do not comply with policies and training, or if there is a need for secondary review, refer the incident to the Use of Force Review Board.</li> </ul>
	<p><b>Captain</b> (due within 30 days of receipt)</p>	<ul style="list-style-type: none"> <li>▪ Review the final work product.</li> </ul>
	<p><b>Training Division</b> (due within 30 days of receipt)</p>	<ul style="list-style-type: none"> <li>▪ Determine whether training is needed.</li> </ul>

Intermediate Level of Force	<b>Classification</b>	
	Situations that involve all other circumstances (Policy 300.5.1 subsections a/c/d/e/g/h/i/j/k).	
	<b>Investigation</b>	
	<b>Sergeant</b> <i>(due within 30 days of the incident)</i>	<ul style="list-style-type: none"> <li>Review and approve reports.</li> <li>Gather BWC videos, photographs, and other digital evidence, and upload the files to the Use of Force Reports network folder</li> <li>Create an entry in the Risk Management Reporting Portal. See Training Bulletin 16-04 for incident reporting procedures.</li> </ul>
	<b>Lieutenant</b> <i>(due within 30 days of receipt)</i>	<ul style="list-style-type: none"> <li>Review approved reports and inspect all files uploaded to the Use of Force Reports network folder.</li> <li>Conduct an investigation. Based on a review of all evidence, summarize your investigation on a Risk Management Report and determine whether each application of force was in/out of compliance with policies and training.                             <ul style="list-style-type: none"> <li>You may consult with a subject matter expert (SME) to understand training and policy. However, you shall not depend on the SME to come to a finding.</li> </ul> </li> </ul>
	<b>Captain</b> <i>(due within 30 days of receipt)</i>	<ul style="list-style-type: none"> <li>Review the investigation and findings. If the findings do not comply with policies and training, or if there is a need for secondary review, refer the incident to the Use of Force Review Board.</li> </ul>
	<b>Chief</b> <i>(due within 30 days of receipt)</i>	<ul style="list-style-type: none"> <li>Review the final work product.</li> </ul>
	<b>Training Division</b> <i>(due within 30 days of receipt)</i>	<ul style="list-style-type: none"> <li>Upload the Risk Management Report to the Risk Management Reporting Portal.</li> <li>Determine whether training is needed.</li> </ul>





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# TRAINING BULLETIN

**FLOCK Automated License Plate  
Reader (ALPR)**

NO: 23-03

Issued: 3/9/2023  
Revised: 3/23/2023

FOR FURTHER INFO CONTACT:

Sergeant Mike Ortega

This training bulletin provides an overview of the new Flock Automated License Plate Reader (ALPR) system for the Alameda Police Department. In addition to reviewing this training bulletin, staff shall familiarize themselves with Lexipol policy #463- Fixed Automated License Plate readers (ALPR).

The Alameda Police Department has deployed 35 Flock ALPR cameras.

## Procedure

Authorized staff assigned to **Alameda Police Department** should receive an email from Flock to set up their user account. Training will be provided on the system to department members. Training must be completed prior to accessing the system.

1. Comcen will monitor the system and create a call for service when an alert is received. The call type will be LPR, and will include the location and vehicle information. There is no need to advise Comcen of the alert because authorized staff logged into the system will receive the alert. The ALPR alert should be treated like a BOLO. Any new reads at different cameras will be entered into the call for service. Dispatch will close the call for service after 30 minutes of the last notification.
2. Prior to taking enforcement action, staff shall verify the ALPR response through CLETS via dispatch or MDT. If any enforcement action is taken on an ALPR hit, staff shall not change the call type or create a new call. The call type shall remain as LPR and the appropriate classification code(s) for the relevant violation(s) shall be documented in the police report.
3. Investigative searches can be conducted using the ALPR system. When conducting an investigative search, authorized users shall ensure:
  - Access and searches of the database occur after supervisory approval and
  - The search documentation includes:
    - Verbal request for approval over the radio,

- Verbal approval by the supervisor over the air,
- The selection of “FLOCK” under the special circumstance tab on page 1 in RIMS,
- The associated case number/details documented in the ALPR system,
- The intended purpose of the access by assigned code documented in the ALPR system, and
- The documentation of the use of FLOCK with the name of the approving supervisor in the report narrative,

The ALPR system has the ability to create hotlists. Only Lieutenants are allowed to create custom hotlists.

Inquiries will be audited. The retention period for license plate hits is 30 days. When retaining license plates for evidentiary purposes, there is a drop-down menu option to upload license plate(s) directly to AXON evidence.com.

4. There is no intention to share our data with other agencies, with or without MOUs. However, if an outside agency requests data from our ALPR system, they must complete the License Plate Reader Data Request Form. The attached form needs to be approved by a commander and submitted to the ALPR Administrator’s designee for tracking and auditing purposes. The License Plate Reader Data Request Form will be on the “G drive” in the FLOCK-ALPR folder.



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# TRAINING BULLETIN

**\*\* UPDATE \*\***

**AFD/APD Mental Health Crisis  
Response Protocol (5150 W&I)**

NO: 21-04

DATE: 06/01 / 23

FOR FURTHER INFO CONTACT:

Lieutenant E. Klaus

**\*\* UPDATE \*\***

After further review of the current AFD/APD Mental Health Crisis response program, it has been determined that changes are needed to limit the response from APD personnel. Therefore, the changes made to the program are detailed throughout this updated training bulletin.

## Purpose

This Training Bulletin updates personnel on the current AFD C.A.R.E. team/APD protocols and procedures when responding to calls related to a mental health crisis.

## Procedure

Effective **June 1, 2023**, the Alameda Fire Department C.A.R.E. team will be designated as the primary first responders to any call involving a person(s) suffering from a mental health crisis. APD officers and a supervisor will no longer respond to AFD5150 calls.

The only exception to this procedure is when information is obtained to suggest a crime has occurred, the individual(s) is involved in **Active Violence** and/or is **Armed**. This will elicit a change in response where APD personnel will be designated as the primary agency. The incident will be classified as a **PD5150** call. Once the scene has been deemed safe, APD will turn the call over to the C.A.R.E. team for further evaluation. Every effort shall be made to preserve scene integrity for investigative purposes. If applicable, APD officers will remain on the scene until cleared by the C.A.R.E. team personnel.

## Definitions

**Armed:** armed with a weapon that is likely to cause great bodily injury or death.

**Active Violence:** individuals who are actively harming or attempting to harm someone, not themselves.



**Threat:** someone who has the ability and means to carry out a specified threat of injury, great bodily injury, and or death to one or more persons.

**Combative:** someone who is actively and physically assaulting one or more persons. Failure to comply with mere direction is not considered to be combative.

**AFD C.A.R.E. hours of operation:** 24 hours, seven days (unless training or handling a major incident)

## **COMCEN**

When a person calls to report a mental health crisis incident, COMCEN shall:

- Determine if a crime has occurred
- Determine if the subject(s) is **Armed** or if there is **Active Violence**:
  - If **YES** to either, enter a **PD5150** call
  - If **NO** to both, enter an **AFD5150** call
- Document if drugs or alcohol are involved
- Detail behaviors, actions, and statements made
- Contact ACRECC, relay details, and confirm dispatch status of the C.A.R.E. team
- Advise the patrol supervisor of the mental health crisis call only if it is a PD5150 call

If the call is determined to be an AFD5150, COMCEN will relay the information to ACRECC so they can dispatch the C.A.R.E. team. Once ACRECC advises that the C.A.R.E. team has been dispatched, COMCEN will close the call appropriately.

If ACRECC advises the C.A.R.E. team is unavailable, COMCEN will hold the call until the C.A.R.E. team becomes available. COMCEN may need to follow up with ACRECC every 20 minutes for a status update. There may be circumstances where holding the call for the C.A.R.E. team might not be in the patient's best interest. In those cases, the patrol supervisor shall be notified by COMCEN and advised of the details. The patrol supervisor will determine if APD will respond to handle the incident or allow it to hold for the C.A.R.E. team.

In circumstances where a patient becomes **Armed**, **Actively Violent**, makes specified **Threats** or is physically **Combative**, the C.A.R.E. team may request the assistance of APD personnel.

## **Radio Codes**

**PD5150** (*APD will be the primary handling agency*) - mental health crisis calls that involve a crime, **Active Violence**, and/or **Armed** individual(s).

**AFD5150** (*AFD will be the handling agency, APD will not respond*) - mental health crisis call that does not involve a crime, **Active Violence**, and/or **Armed** individual(s).

## Patrol Officers

When a mental health crisis call is dispatched and involves a crime, someone who is **Armed** and/or engaged in **Active Violence**, patrol officers will be designated as the primary handling agency (**PD5150**). They may request the C.A.R.E. team to stage nearby for assistance if needed. In these circumstances, the C.A.R.E. team will stage as a supportive role only, not

medical. AFD medical shall be requested to stage if the situation dictates it is necessary. The patrol supervisor will be responsible for coordinating with the C.A.R.E. team the safe location for them to stage and keep them apprised of the situation. If the C.A.R.E. team is not being used as a resource, they will place themselves back into service after 20 minutes, unless the patrol supervisor can articulate their presence is necessary. Communication with the C.A.R.E. team is essential.

Once the scene/situation has been deemed safe, or the criminal investigation has been completed, the incident should be relinquished to the C.A.R.E. team by notifying them via radio through APD COMCEN or by phone. In these cases, the patrol officer(s) shall complete a report documenting their actions for the criminal investigation. Do not include mental health verbiage in the police report unless it is pertinent to the criminal investigation. Every effort shall be made to preserve scene integrity for investigative purposes.

When APD officers place a patient on a mental health crisis evaluation hold, they will have APD COMCEN notify ACRECC of the mental health crisis hold and request a transport via AFD. AFD will send an ambulance to the scene for the transport.

In circumstances where the C.A.R.E. team is unavailable, and it has been determined that APD will handle the mental health crisis evaluation, APD personnel shall handle these calls following our current Lexipol Policies guidelines. (Policy- 418 Mental Illness Commitments and Policy- 466 Crisis Intervention Incidents).

## Patrol Supervisors

When a mental health crisis call (PD5150) is dispatched, the patrol supervisor shall be notified of the call, acknowledge the call, and respond to the scene. The patrol supervisor or their designee will need to call the C.A.R.E. team to advise them of an appropriate staging location and keep them apprised of the incident, when safe to do so.

## Patrol Watch Commanders

Watch Commanders shall respond to mental health crisis calls when a patrol supervisor is unavailable. The Watch Commander is responsible for working with the AFD Duty Chief to discuss any issues that may arise during mental health crisis calls.



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# TRAINING BULLETIN

## **Axon Fleet 3 Automated License Plate Recognition**

NO: 23-05

DATE: 9/20/2023

FOR FURTHER INFO CONTACT:

Sergeant Alex Keden

### **Purpose**

This training bulletin provides an overview of the Axon Fleet 3 Automated License Plate Recognition (ALPR) system for the Alameda Police Department. In addition to reviewing this training bulletin for an overview of the essential operation of the system, staff should familiarize themselves with the Lexipol policy on Automated License Plate Readers (ALPR).

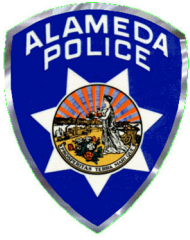
### **Procedure**

Alameda Police Department personnel who are assigned a patrol vehicle with the Axon Fleet 3 ALPR system installed shall log into the Axon Fleet Dashboard with your credentials prior to operating the vehicle.

Once you are logged on, the system begins to read license plates. When a license plate matching a license plate number listed in NCIC is read, the system provides an audible tone notification. The hit notification will show the offense category under the notice.

**\*\*Note:** When the ALPR camera is zoomed, full screen or recording the ALPR is disabled and will show as Off on the Fleet Dashboard

1. If a hit notification is received, officers will advise Dispatch of the mobile ALPR hit and provide the license plate number, vehicle description and location of the hit.
2. Officers shall verify the ALPR hit through CLETS via Dispatch or MDT, prior to initiating enforcement action.
3. The hit should be reviewed on the Fleet Dashboard. Officers will be able to record the hit as either correct or incorrect or dismiss the hit if it was not verified.
4. Officers can then select the Action field to note a disposition.



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# TRAINING BULLETIN

## Axon Body 3 Body Worn Camera (BWC)

NO: 23-06

DATE: 10/10/23

FOR FURTHER INFO CONTACT:

Sergeant Alex Keden

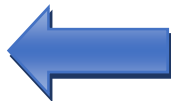
### Purpose

This training bulletin provides instruction on the operation of the Axon Body 3 Body Worn Camera (BWC) and outlines when the BWC shall be activated per policy.

### Procedure



To power on the Axon Body 3, press the power button until you feel a short vibration.



To begin recording, double-press the Event button. To stop recording, hold down the Event button for three seconds.

There are many situations where the use of a BWC is appropriate. The list below is not intended to describe every possible situation.

**Public contacts:** Officers shall record public contacts, whether in person or through telephonic means, in situations where they are operating in an official law enforcement capacity.

**Non-public contacts:** Officer shall record non-public contacts where there is a likelihood enforcement action may be taken. These situations include, but are not limited to:



- Code 3 driving
- K-9 deployment
- Deployment of a firearm
- Probation/parole searches
- Protective sweeps
- Service of arrest or search warrants

Audio only recordings shall be utilized in situations where the BWC becomes impractical (e.g. medical environment).

Communication between Law Enforcement Personnel outside the presence of any member of the public need not be recorded; provided, however, the body camera shall be immediately reactivated upon any public contact.

At no time should an officer jeopardize their safety in order to activate a recorder. However, if a member intentionally fails to activate their recorder as required by this policy, the member will be subject to discipline.

**Cessation of Recording:** Once activated, the BWC should remain on continuously until the member's direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

Officers may cease recording when encountering or interviewing a victim who is in a vulnerable position or who asks not to be video-recorded.

Officers may cease recording when interviewing a subject who does not want to be video-recorded and the officer feels obtaining the information or statements exceeds the importance of video evidence.

In all cases above, the officer shall verbally express the intent and reason to stop recording prior to turning off the equipment, and should verbally express it has resumed if later reactivated. The officers should consider whether activating another type of recording device, such as audio recording would be appropriate for memorializing the interaction.

Members shall cease audio recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation (Penal Code § 636).



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# TRAINING BULLETIN

**SPIDRTech Survey Follow-Up**

NO: 24-03

DATE: 2/6/2024

**Lt. Joshua Crossley**

## Purpose

The purpose of this training bulletin is to guide lieutenants and dispatch supervisors on when to follow up on SPIDRTech surveys and what to include in that follow-up. Survey follow-up is critical to ensure that APD provides the utmost professional and valued police service. Any continued negative themes identified by those we serve will be evaluated to ensure we adjust our service delivery to meet or exceed the community's expectations.

## Procedure

- Effective immediately, APD personnel will identify any time there is a "somewhat dissatisfied" or "very dissatisfied" response to one of these three questions:
  - How satisfied are you with your experience with the dispatcher that you spoke with?
  - How satisfied are you with the professionalism of the Alameda police officer that you spoke with?
  - Overall, how satisfied were you with the Alameda Police Department?
- The lieutenant or dispatch supervisor responsible for the officer/dispatcher assigned to the call will conduct follow-up. The assigned dispatch supervisor or lieutenant will note the follow-up documentation in the spreadsheet's "comments/actions taken" column.
  - If no officer was assigned to the call, the lieutenant assigned to the day and hour of work when the call came in will be responsible for the follow-up.
  - Dispatch supervisors will be responsible for follow-up on the dispatch question, and lieutenants will be responsible for the officer and overall questions.
- Follow-up shall consist of the following:
  - A review of the CAD notes

## **Nishant Joshi, Chief of Police**

- A review of any reports written
- A review of relevant BWC or audio footage
- A phone call to the respondent, if applicable
  - Phone calls shall be recorded and uploaded to Evidence.com by lieutenants or made on a recorded phone line if completed by a dispatch supervisor.
- Follow-up shall be completed within 45 days from the date of the complaint.
- Follow-up shall be documented on the associated Office365 Excel spreadsheet. The spreadsheet will be stored in the digital cloud and will be updated weekly by OCOP personnel.
- Audits will periodically be conducted to ensure compliance with this TB.



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# TRAINING BULLETIN

## Animal Bite Investigations

NO: 22-04

DATE: 2/28/24

FOR FURTHER INFO CONTACT:

AC Officer Onesko

The purpose of this Training Bulletin is to establish a consistent procedure for conducting animal bite investigations.

## Procedure

### Documentation

- 1) ANIMAL BITE report: Animal's teeth cause puncture wound(s) to the skin of a person or a domesticated animal (dog/cat)
  - If a person is bitten by a raccoon, skunk, squirrel, or bat, they must be referred to the hospital and advised to obtain a rabies shot.
- 2) MISC report: Animal scratches a person and the victim requests documentation

Opossums are not carriers of rabies, so a report is not necessary unless the animal owner insists.

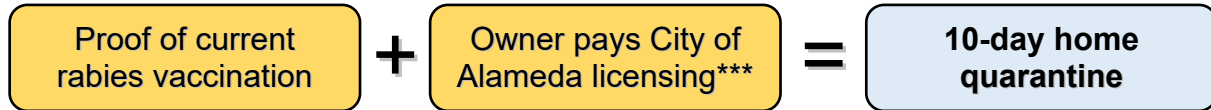
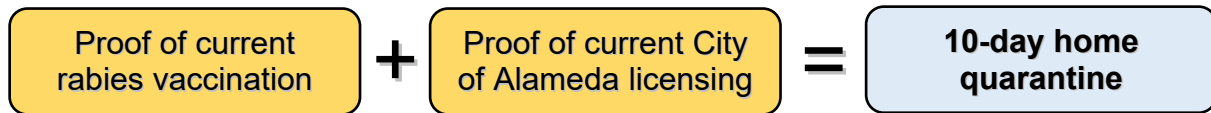
### Investigation

- 1) Photograph all injuries sustained to persons/animals
- 2) Photograph proof of current rabies vaccination AND proof of current City of Alameda licensing
- 3) Complete "Notice to Quarantine" form if authorizing a home quarantine
- 4) Attempt to identify all involved persons/animals
- 5) Email Animal Control to advise about ANIMAL BITE report

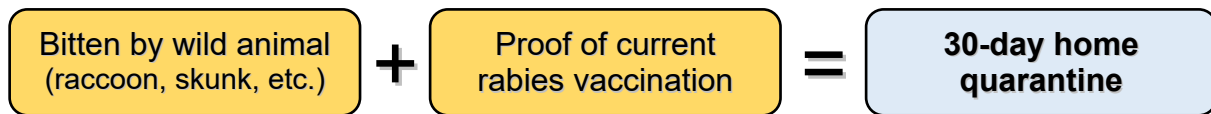


Quarantine

1) Domesticated animals (dog/cat) are eligible for home quarantine in these situations:



*\*\*\*If the shelter is closed and the owner requests home quarantine, issue a citation for violation of AMC 7-3.1 (no city license). This is a correctable violation so advise them to contact the shelter during business hours to obtain a license.*



2) Domesticated animals (dog/cat) are not eligible for home quarantine if:

- Not current with rabies vaccination
- Lives in an apartment complex and does not live on the ground floor that has a privately fenced patio for the animal to relieve itself without being taken for a walk
- Lives in a structure with unfenced yards or fences with holes/rotten sections where escape is possible
- Lives in a home with small children, and the bite was to a child within the home
- Second bite incident within a 36-month period
- Bitten by a wild animal (i.e., raccoon, skunk, squirrel), and the domesticated animal is not current with rabies vaccination

3) Domesticated animals (dog/cat) do not need to be quarantined for:

- Scratch incidents, but advise the owner to seek medical attention for their animal to reduce the chances of infection
- Incidents involving opossums

**“Notice to Quarantine” Form**

- 1) Under the “description of animal” include the following:
  - Animal’s name
  - Age
  - Sex/Status: **S** (spayed), **N** (neutered), **F** (female unaltered), **M** (male unaltered)
  - Color
  - Breed
- 2) Routing:
  - White: Animal owner
  - Yellow: Submit with report
  - Pink: Route to Animal Control

**Animal Control Responsibilities**

- 1) Submit monthly reports to Vector Control
- 2) Enter information into the shelter database



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# TRAINING BULLETIN

**Sidewalk and Tree Fall Report  
Routing for Risk Management**

NO: 23-02

DATE: 3/6/2024

FOR FURTHER INFO CONTACT:

Rita Dharmani

This training bulletin provides an overview of the procedure for sending report requests to the City Risk Manager. The Records Unit is now responsible for sending completed reports involving Tree Falls and Sidewalk Falls to the City Risk Manager's office.

## Procedure

1. Patrol Officers will complete the initial report and will no longer need to write in the narrative, "forwarded to the City Risk Manager for review."
2. Once the report is approved by a Patrol Sergeant, the Records Unit will review the report and then complete a supplemental report. Records Unit personnel will be responsible for completing the following in their supplemental reports:
  - a. In the "Officer" tab in RIMS, click on the "Add Routing" button and route to the City Risk Manager.
  - b. In the narrative, write that the "Case was forwarded to the City Risk Manager."
3. Patrol Sergeants will be responsible for approving these supplemental reports created by the Records Unit.
4. The Records Unit will then print the full report and deliver it to the City Risk Manager via inter-office mail.



**ALAMEDA POLICE DEPT.**  
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# TRAINING BULLETIN

## Directed Patrol Premise Watch

NO: 22-02

DATE: 9/14/22  
REV: 3/6/24

FOR FURTHER INFO CONTACT:

Marama Williams

### Purpose

The purpose of this training bulletin is to update the procedure for the entry and tracking of data-driven proactive efforts via RIMS Premise Watch.

### Demonstration Video

<https://www.sunridgesystems.net/appnotify/ZXsUvX8Xq7gfAbh27Ot5nwAsr7XmRnABiErmyeCnUEahxgzIPA-PremiseWatch3.mp4>

### Map Alert Criteria

1. In service unit.
2. GPS enabled vehicle that enters a ¼ mile radius of an active directed patrol.
3. Preset intervals when action taken (e.g., 24 hour period with 2 requested checks per day alerts once every 12 hours). At 10 minute intervals when no action taken.

### Premise Watch Type

To streamline information in MOBILE, a single designation of DIRECTED PATROL will classify all data-driven enforcement requests for CRIME, TRAFFIC, and OUTREACH to replace the Daily Activity Reports used for directed/pro-active patrols. Details of the requested efforts will reside in the notes section. Incident Type DP will be used in CAD.

### Directed Patrol – CRIME

Officer-initiated activity informed by data-driven intelligence such as patrol checks, PWTs, and high visibility patrols. Radio procedures have been modified in that enforcement actions while assigned to directed patrols will remain a single incident, allowing the effort and subsequent outcome to display in a single search.

### Directed Patrol – TRAFFIC

Officer-initiated traffic operations in locations identified by the Traffic Unit. Radio procedures for traffic stops remain unchanged. COMCEN will temporarily remove officers from directed patrols and enter a separate traffic stop in CAD. Once clear from the stop, officers will request to be placed on the original call if they intend to continue traffic operations or advise in service.



### **Directed Patrol – OUTREACH**

Non-enforcement directed efforts such as attending community meetings, walking business districts to engage with business owners, attending events organized by the COPPS unit, and non-enforcement PWTs.

#### **Procedure**

1. On a semi-weekly basis, Area Commanders will enter directed patrols and import citizen requests in lieu of standing CAD calls for service via RIMS | Database | Premises.
2. At the beginning of each shift, officers will familiarize themselves with directed patrols in their sector via RIMS | CAD | Premise Watch or MOBILE | Premise Watch.
3. Calls for service permitting, officers will ask COMCEN to advise on Directed Patrol. When cleared, officers will broadcast the location and generate their own incident from MOBILE | Premise Watch. Officers will remain on the incident for the duration of their proactive efforts and log activities via CAD notes. When efforts are completed, officers will notify COMCEN who will then close the call. Officers are encouraged to check location history, as all hazard data may not be associated to a temporary premise entry.

#### **Premise Watch Entry**

1. RIMS | Database | Premises
2. Name = DIRECTED PATROL
3. Address, Add Premise
4. Premise Watch, Add New Premise Watch
5. Date Span
6. Watch Type = Directed Patrol
7. Preferred Times
8. Request # Times/Day
9. Contacts
10. Notes
11. Inactivate entries when appropriate, never delete

#### **CitRIMS Premise Watch Entry**

1. RIMS | Database | Premises
2. Import from CitRIMS
3. Open request
4. Make necessary modifications
5. Save if approved

#### **Directed Patrol Search**

1. RIMS | Search
2. CAD Search | Incidents
3. Type - Initial
4. Search Options | Equal To | DP



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# TRAINING BULLETIN

**Retiree Weapon Purchase**

NO: 24-02

DATE: 2/28/2024

FOR FURTHER INFO CONTACT:

Sergeant Kevin Horikoshi

This training bulletin outlines the process for a sworn officer who is retiring under good standing to purchase their assigned duty weapon.

**Responsibility of the purchaser:**

- Write a memorandum to the Chief of Police expressing their interest in purchasing their assigned duty weapon. The memorandum must include specific language, which is outlined in the attached example memorandum. This memorandum will be maintained by the Range Staff.
- If their request is approved, coordinate with a member of the range staff to go to an approved gun vendor together.
- Pay for the Dealer's Record of Sale (DROS) fees for transferring ownership of the Department's firearm to them.
- Pay for the cost to replace the current duty weapon.

**Responsibility of the range staff member:**

- Confirm the Chief approved the purchase.
- Go to the approved gun vendor with the retiring officer to complete the gun transfer.
- Take possession of the new duty weapon.
- Complete a miscellaneous report so dispatch can enter the new firearm into the Automated Firearms System (AFS).
- Complete a supplemental report to the original report generated for the purchase of the gun the retiree is purchasing so dispatch can remove the firearm from AFS.



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# TRAINING BULLETIN

Firearm Handling and Storage for  
Property and Evidence

NO: 23-04

DATE: 2/28/2024

FOR FURTHER INFO CONTACT:

Officer McKinley #63

The purpose of this Training Bulletin is to standardize firearm and firearm accessory handling and storage when being submitted to the Property and Evidence Unit. *TL;DR photos at bottom.*

## Background

A recent audit of the Property and Evidence Unit identified safety issues with how firearms have been historically stored. Firearms are held for various reasons (safekeeping, evidence, destruction, etc.) but should be booked in a consistent manner due to inherent risks of handling firearms.

Firearms are always among the most important items in a criminal case and should be treated as such. Often there is trace evidence, fingerprints or DNA contained on firearms. To protect the evidence and personnel, a standard is being established.

## Firearm Booking Procedure

Firearms shall be cleared, made safe, and verified safe before any further handling or manipulation. If uncertain about how to manipulate a particular firearm, officers should request the assistance of a supervisor or Range Staff. If needed for evidence, photograph a loaded firearm in place before manipulating the firearm.

Once the firearm is verified safe, a nylon tie should be placed through the open action of the firearm, or in a manner that does not allow the action to be manipulated. **However, NEVER place the nylon tie down the barrel**, as this can change the rifling of the firearm and could damage the evidentiary value of the firearm itself.

All firearms shall be secured in a firearm box unless unfeasible. To fold a firearm box in preparation for storage, follow the directions in this video: <https://youtu.be/toB9e5P-wE0>. If needed, two firearm boxes can be taped together to accommodate unusually large firearms.

Using nylon ties, secure the firearm to the box. When orienting and securing the firearm, attempt to leave the serial number visible so it can be verified by the Property and Evidence Technician without removing the ties or handling the firearm.

## Nishant Joshi Chief of Police

If the firearm is found or associated with a crime, it will be sent to the Alameda County Crime Lab for testing. If available, firearms in these categories shall have one associated **unloaded and empty** magazine secured in the firearm box if it fits. Otherwise, place the magazines in another firearm box. Never place ammunition in the same container as a firearm.

The box shall **not** be taped shut by the officer. Print and place **two** evidence labels per item, one on the top near the Chain of Possession label, and one on the small end of the box.

Ammunition shall be packaged in an envelope or other appropriate container separate from the firearm and shall have unique property labels.

