

## LA MESA POLICE DEPARTMENT RULES AND REGULATIONS

### MANUAL OF RULES AND REGULATIONS SECTION 1.0 ADMINISTRATION

Walt Vasquez, Chief of Police

#### LA MESA POLICE DEPARTMENT MISSION STATEMENT – VISION - PHILOSOPHY - CORE VALUES - MOTTO

**MISSION STATEMENT:** The La Mesa Police Department is dedicated to protecting life and property while promoting community involvement through professional service, honor, trust and Integrity.

**VISION STATEMENT:** Reduce Crime and the Fear of Crime.

**PHILOSOPHY:** Crime, public safety, and quality of life are fundamental community concerns in which the police department, as an integral member of our community, has been entrusted to protect. Through our core values we serve the mission of the police department.

**CORE VALUES:** The La Mesa Police Department's core values form the foundation from which we protect and serve our community and each other. They are an integral part of our daily operations and ensure that our personal and professional behavior reflect our highest traditions of excellence.

**Service:** To always selflessly serve, protect, and assist those in need with courtesy, civility, and respect. It is essential to safeguard the human, civil, and constitutional rights of all served while recognizing the intrinsic worth of every individual.

**Courage:** Mental or moral strength to venture, persevere and withstand danger, fear or difficulty.

**Compassion:** Professional police services are rendered most effectively by those who are driven by the heart to protect the innocent, alleviate suffering, safeguard human rights, solve problems, and enhance the quality of life in our community.

**Integrity:** Honest and ethical conduct beyond reproach at all times in our personal and professional lives.

**Quality Through Continuous Improvement:** The image of the Department and quality of services rendered are dependent upon a consistent desire to always strive to learn, improve, and mentor others.

**Commitment to all Employees:** The Department recognizes that the safety, security, and well-being of our community are intrinsically linked to the health and wellness of those who serve it. The Department is committed to train, develop, and enhance the health and wellness of the mind, body, and spirit of those who serve.

#### LA MESA POLICE DEPARTMENT MOTTO

**“Working in Partnership With Our Community”**

## **LAW ENFORCEMENT CODE OF ETHICS**

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill-will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to hold so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession -- Law Enforcement.

Adopted, 1956

The Peace Officer's Association of the State of California

## **EXECUTIVE ORDER**

The Manual of Rules & Regulations serves as one of the leading sources of information for members of the Department in the conduct of their duties and the Department's operations. It is designed to promote effectiveness and efficiency, to bring order to operations and administrative tasks, and to promote the highest degree of professionalism among the members of our Department.

Changes or additions may be made from time to time and shall become effective and a part of this Manual when published. Special orders in deviation from these Rules & Regulations may be issued by ranking officers as may be necessary for temporary or emergency purposes. Such orders shall remain in effect only for the duration of the need or emergency, or until reviewed and approved or modified by the Chief of Police or applicable chain of command. Previous orders, memoranda or other written instruments in conflict with subjects covered in the Manual are rescinded.

Law enforcement is a complex and ever evolving profession. It is accepted that no set of written rules will address every conceivable circumstance. Members of the Department are expected to address all issues and problems they encounter in a manner in keeping with the spirit of the law, our Mission Statement, and these rules and regulations. Whenever practical, guidance should be sought from the member's supervisor on questionable or unusual circumstances.

The responsibilities inherent in the law enforcement profession require the utmost commitment to our community and to public service. As law enforcement professionals, we are challenged on a continuing basis by complex issues and limited resources. While we may struggle in meeting the daily demands of our profession, we must strive for a community that is safe, secure, and thriving. That is the task and challenge we have accepted as members of the Department and the law enforcement profession.

Walt Vasquez  
Chief of Police

## **CANONS OF POLICE ETHICS**

### **I. Primary Responsibilities of a Job**

The primary responsibility of the police service and of the individual officer is the protection of the people of the United States through the upholding of their laws; chief among these is the Constitution of the United States and its amendments. The law enforcement officer always represents the whole of the community and its legally expressed will and is never the arm of any political party or clique.

### **II. Limitations of Authority**

The first duty of a law enforcement officer, as upholder of the law, is to know its bounds upon the officer enforcing it. Because officers represent the legal will of the community, be it local, state or federal, they must be aware of the limitations and proscriptions which the people, through law, have placed upon them. Officers must recognize the genius of the American system of government which gives absolute power to no one person, groups or institution; and the officer must insure that, as a prime defender of that system, does not pervert its character.

### **III. Duty to be Familiar With the Law, With One's Responsibilities, and Responsibilities of Other Public Officials**

Law enforcement officers shall diligently apply themselves to the study of the principles of the laws which they are sworn to uphold. They will make certain of their responsibilities in the particulars of their enforcement, when these are not clear; they will make special effort to fully understand their relationship to other public officials, including other law enforcement agencies, particularly on matters of jurisdiction, both geographically and substantively.

### **IV. Utilization of Proper Means to Gain Proper Ends**

The law enforcement officers shall be mindful of their responsibility to pay strict heed to the selection of means in discharging the duties of their office. Violations of law or disregard for public safety and property on the part of an officer are intrinsically wrong; they are self-defeating in that they instill in the public mind illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must first be honored by those who enforce it.

### **V. Cooperation with Public Officials in the Discharge of Their Authorized Duties**

The law enforcement officer shall cooperate fully with other public officials in the discharge of authorized duties, regardless of party affiliation or personal prejudice. They shall be meticulous, however, in assuring themselves of the propriety, under the law, of such actions and shall guard against the use of their

office or person, whether knowingly or unknowingly, in any improper or illegal action. In any situation open to question, they shall seek authority from a superior officer, giving a full report of the proposed service or action.

VI. Private Conduct

Law enforcement officers shall be mindful of their special identification by the public as an upholder of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privileges, cannot but reflect upon the police officer and the police service. The community and the service require that the law enforcement officer lead the life of a decent and honorable person. Following the career of a police officer gives no one special privileges. It does however, give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American republic. The officer who reflects upon this tradition will not degrade it; rather, they will so conduct their private life that the public will regard them as an example of stability, fidelity, and morality.

VII. Conduct Toward the Public

Law enforcement officers, mindful of their responsibility to the whole community, shall deal with individuals of the community in a manner calculated to instill respect for its laws and its police service. Law enforcement officers shall conduct their official life in a manner that will inspire confidence and trust. Thus, they will be neither overbearing nor subservient, as no individual citizen has an obligation to stand in awe of them or a right to commend them. Officers will give service where they can and require compliance with the law. They will do neither from personal preference or prejudice, but rather as a duly appointed officer of the law discharging their sworn obligations.

VIII. Conduct in Arresting and Dealing with Law Violators

Law enforcement officers shall use the powers of arrest strictly in accordance with the law and with due regard to the rights of the citizen concerned. Their office gives them no right to prosecute the violator nor to mete out punishment for the offense. They shall at all times have a clear appreciation of their responsibilities and limitations regarding detention of the violator; they shall conduct themselves in such a manner as will minimize the possibility of having to use force. To this end, they shall cultivate a dedication to the service of the people and the equitable upholding of their laws whether in the handling of law violators or in dealing with the law-abiding.

IX. Gifts and Favors

Law enforcement officers bear the heavy responsibility of maintaining through their own conduct, the honor and integrity of all government institutions. They shall, therefore, guard against placing themselves in a position in which any person can expect special consideration or in which the public can reasonably assume that special consideration is being given. Thus, they should be firm in refusing gifts, favors, or gratuities, large or small, which can be interpreted by the public mind as capable of influencing their judgment in the discharge of their duties.

X. Presentation of Evidence

Law enforcement officers shall be concerned equally in the prosecution of the wrong-doer and the defense of the innocent. They shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing, they will ignore social, political and all other distinctions among the persons involved, strengthening the tradition of the reliability and integrity of an officer's word.

XI. Attitude Toward Profession

Law enforcement officers shall regard the discharge of their duties as a public trust and recognize their responsibility as a public servant. By diligent study and sincere attention to self-improvement, they shall strive to make the best possible application of science to the solution of crime, and, in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. They shall appreciate the importance and responsibility of their office, hold police work to be an honorable profession rendering valuable service to their community and country.

## 1.00 – ADMINISTRATION

### 1.01 – CHIEF OF POLICE

The general administration and control of the Police Department is vested in the Chief of Police, who is responsible for the governing, efficiency, and general good conduct of the Department.

The Chief of Police shall direct and supervise the personnel of the Police Department and exercise all powers and duties provided by law or by ordinances of the City.

The Chief of Police may appoint or promote members of the Department subject to the Merit System, codified in Chapter 3.04 of the La Mesa Municipal Code, and approval of the City Manager. The Chief of Police may, for cause, lay off, suspend or remove any member of the Department as provided under the Merit System and the Department Manual of Rules & Regulations.

The Chief of Police may prescribe such rules and regulations as may be necessary for the efficient operation of the Department.

The Chief of Police shall have the power to transfer employees from one division to another within the Department, in keeping with their job classification.

The Chief of Police may, as necessary, form divisions or units within the Department for its efficient administration.

The Chief of Police shall have custody and control of all books, records, machines, tools, apparatus or equipment of every kind necessary for use in the Department and all public property in the Department's possession or intended for its use.

The Chief of Police must officially sanction and approve any changes in Departmental organization before changes become effective. The detailed methods of directing and controlling specific functions of units of the Department may be developed by subordinate ranking officers, but original direction or final approval and adoption of the guiding principles rests with the Chief of Police.

In the capacity as Chief Executive and Administrative Head of the Department, the Chief of Police maintains administrative control and governs Departmental activities through such division commanders as he may designate from time to time.

### 1.02 – AUTHORITY OF THE CHIEF OF POLICE

The Chief of Police is appointed by the City Manager and is the administrative head of the Police Department, duly empowered as a peace officer. All his orders shall be

promptly executed by the police officers of the City as well as all civilian personnel assigned to the Police Department.

### 1.03 – ORDER OF COMMAND AUTHORITY

The positions, in descending order of command are:

- Police Chief
- Police Captain
- Police Lieutenant
- Police Sergeant

Master Officers, Investigators, and Police Officers have no permanently delegated administrative authority, except such as is necessary to particular situations and is defined and delineated in the orders contained in this manual. Civilian personnel with management or supervisory rank and responsibilities shall exercise such authority as is necessary for the performance of their duties. Such authority extends only to those personnel assigned, either permanently or temporarily, to the divisions or units under the control of the civilian staff.

Personnel may be assigned to temporarily fulfill the responsibilities and perform the duties of a superior position in order to maintain intact the working structure of the organization. Commensurate temporary command authority is granted on these occasions.

### 1.04 – RANKING OFFICERS

Ranking officers shall include officers having authority to carry out Departmental policies and administer and supervise the work of the various divisions and units, and of all members of the Department, and are named and ranked respectively in the following order of seniority:

- Captains
- Lieutenants
- Sergeants, in the absence of the above

A ranking officer shall exercise the authority of the position under all conditions which require that they use such authority in the best interest of the Department. They shall not unnecessarily countermand any orders of the officers below their rank nor needlessly interfere with the specific duties of members ranking below them.

### 1.05 – DIVISION COMMANDERS

A Division Commander is a ranking officer designated by the Chief of Police to supervise and command a particular division of the Department and is the officer who is in charge of the particular command.



They shall, under the supervision of the Chief of Police, administer and supervise the work of members of the Department under their command with the aid of subordinate ranking officers, as needed.

They shall keep the Chief of Police informed of crime trends, unusual occurrences, personnel problems and division statistics, and such other matters which are sufficiently important in nature to be brought to the attention of the Chief of Police, in order that the Chief of Police will be fully informed of all general or unusual activities within or concerning that command.

They should see that there is a transfer of techniques from the experienced officers to the new officers and from one watch to another. They shall submit to the Chief of Police, reports of discipline and commendations made to members of the command.

They shall, whenever practicable, place in writing orders which are of a specific nature and applicable to a majority of the members of the command. They shall also include as a part of this manual, the permanent standing orders which are applicable to the members of the command after first having them approved as further provided in this manual.

They shall integrate the functions of the officers with other functions of the Department to the best advantage of the efficient operation of the Police Department.

They shall be responsible for the proper scheduling of personnel according to the workload to secure the most advantageous coverage of the several assignments.

#### 1.06 – AUTHORITY OF DIVISION COMMANDERS TO PRESCRIBE RULES FOR THEIR RESPECTIVE COMMANDS

The detailed methods of directing and controlling specific functions of a division may be developed by Division Commanders, subject to general approval of the Chief of Police.

Division Commanders may establish written or verbal orders for the procedure of their respective commands, which are not in conflict with these rules and regulations, and which are approved by the Chief of Police. When approved, these rules shall be effective to the members of the particular command concerned.

Also, Division Commanders may issue orders in deviation from these rules and regulations as may be necessary for emergency purposes. Such orders shall remain in effect only temporarily for the length of time covering such emergency need.

#### 1.07 – TEMPORARY AUTHORITY

Personnel who are directed to act in capacities above their ordinary or usual rank will, for the necessary time, possess the authority of that rank. The particular authority

delegated or granted to ranking officers is not confined to their respective divisions, but shall include supervision over all personnel of the Department as may be necessary for the efficient administration of the Department.

#### 1.08 – AUTHORITY OF POLICE OFFICERS

Every Police Officer sworn and deputized by the Chief of Police shall act under the authority of the Chief of Police as a peace officer, to fulfill their sworn responsibilities and duties. The authority and powers of peace officers are defined and regulated by the Legislature, in the several codes of the State. Such responsibilities and duties are further set forth in the La Mesa Municipal Code.

#### 1.09 – AUTHORITY TO DISCIPLINE

Whenever it is deemed necessary for reason of any violation of the rules and regulations, or for the preservation of good order, efficiency and discipline, all ranking officers may suspend from duty, pending formal charges, any subordinate member of the Department. In every case of suspension, the officer so ordering shall, as soon as practicable, submit a written report to the Chief of Police, stating the name of the accused, the particular charge, together with all other pertinent information.

#### 1.10 - SENIORITY

All members of the Department should strive to work together in harmony and in a spirit of cooperation rather than by authority of seniority. When a question of seniority arises, such seniority shall be determined:

- First - by rank
- Second - by continuous service in rank

Where two or more members of the Department are working together on the same assignment or detail and are of equal rank, such seniority shall not be exercised except in an emergency necessitating it, unless by competent authority one member has been designated in command.

#### 1.11 – EMERGENCY COMMAND

In the event of an emergency, all personnel and equipment of the Department shall fall under the command of the senior officer on duty, until that officer is relieved by a more senior officer, either present or in communication with the Department, as follows:

- First – Chief of Police
- Second – Patrol Division Commander
- Third – Services Division Commander
- Fourth – Senior Lieutenant
- Fifth – Senior Sergeant

For the above purposes, an emergency may be defined as any situation arising that calls for an immediate decision over and above ordinary and routine police activity, in which all or more than one division is involved or needed, and it is meant for the entire Department to function under a single command for such a length of time as the emergency may exist.

### 1.12 – CHAIN OF COMMAND

The chain of command from the Chief of Police on down in each division, both through the sworn ranks and the civilian employees, is intended to maintain principles of good administration. The chain of command should be followed except in unusual cases.

Members of the Department should not take matters directly to the Chief of Police which would ordinarily be taken up with their immediate supervisor.

In respect to unjust decisions, members of the Department may be granted an opportunity for appeal through their chain of command, to the Chief of Police

The Chief of Police shall keep the Division Commanders informed of changes within the command, of orders, assignments, and the like, where it concerns persons under their supervision. The Division Commanders will likewise keep their subordinate ranking officers so informed, except in cases of emergency necessitating other action or if, by the nature of the business, it does not warrant such procedure.

### 1.13 – UNITY OF COMMAND

Unity of command means that each subordinate and each organizational unit must be under the direct control of one and only one person at any given time. This principle is especially applicable in situations requiring the action of a number of Police Officers attached to different functional units, such as special event details, crime scene searches, pursuit and roadblock operations, and the like. One and only one superior or designated officer should be placed in command. Failure to adhere to this fundamental principle leads to conflicting orders, confusion, and inefficiency. In all critical incidents, and generally in normal events and details, the Incident Command Structure (ICS) should be employed.

### 1.14 – ABSENCE OF DIVISION COMMANDER

When Division Commanders will be absent from their command they shall designate a qualified officer present to act in their capacity.

### 1.15 – STAFF COMMAND

Staff command is the giving of orders by an aide or assistant who has no authority in their own right, but who performs the routine tasks of command as a service for their principle. Often reference to the principle is omitted, especially in routine operations where relationships are clearly understood, as in the case of the dispatcher who aids the commanding officers of all units in communicating their orders. A supervisor should give particular attention to police communications broadcasts. In important cases when the dispatcher fails to follow prescribed procedures or appropriately handle an unusual or emergency situation, a supervisor should order such corrections as may be necessary.

### 1.16 – SUPERVISORY OFFICERS

In this manual, the placing of responsibility for accomplishment of an order represents a delegation of the authority necessary for its accomplishment. Each supervisory officer, in addition to the general and individual responsibilities of each officer and employee, shall be responsible for:

- a) The detailed inspection of all activities of employees under their supervision.
- b) An in-depth knowledge of the duties and responsibilities of their subordinates.
- c) Proper performance of duties, and adherence to policies and procedures by each member of their unit.
- d) The enforcement of rules and regulations among members of their unit.
- e) Working as closely with their subordinates as time and area permit.
- f) Providing leadership in carrying out police activities.
- g) Coordination of effort when more than one employee is involved, and the assignment of duties.
- h) Functional supervision of employees not being directly supervised.
- i) Detailed training on the job as necessary to insure efficient operations by subordinates.
- j) The effective operation of their unit.
- k) Providing command to members of their unit as necessary in the absence of the Division Commander or a ranking officer.
- l) Keeping their commanding officer informed of crime trends, unusual occurrences, personnel problems, division statistics, and such other matters as are sufficiently important in nature to be brought to the attention of the Chief of Police, in order that the Chief shall be fully informed of all general or unusual activities within or concerning the area of responsibility.
- m) They should know every person under their supervision, keeping themselves informed of their personnel records, their sense of duty, character, sobriety, knowledge of police work, nature, general intelligence, special qualifications, investigative ability, and whether or not they are striving to improve themselves.
- n) They shall commend, in the presence of their fellow workers, officers who have performed unusually good police work, keeping the Chief of Police informed of such action.

- o) They shall be generally responsible for the proper performance of all police duties by subordinates under their command and their fulfillment of the duties outlined herein.
- p) They shall keep themselves informed of all activity which takes place within their command.
- q) They shall keep themselves advised of the operations of other divisions of the Department, coordinating the activity of their command with that of other divisions.
- r) They shall cooperate with other City departments and outside law enforcement agencies and encourage good public relations with them.
- s) They should see that people under their command are properly instructed in the work they are to perform, encouraging them to attend police training schools.
- t) They shall assign duties to subordinate officers under their command, assigning each to a position in which they can render the best service.
- u) They shall see that the property issued to their command is properly cared for, is economically used for the intended purpose, and is sufficient and serviceable.
- v) They shall see that all reports and records are properly made, in proper form and the required number of copies, and are forwarded to the divisions or persons concerned.
- w) They shall immediately take charge of any Department property in the possession of any member of their command who for any reason severs their connection with the Department.
- x) They shall strive to maintain the chain of command by passing orders through their subordinate ranking officers and keeping them advised of changes and policies in order to maintain their feeling of responsibility in their rank.
- y) The senior officer present during the shift shall, during off-duty hours of the Division Commander, report to the Commander facts concerning any police incident of an unusual nature, such as a major fire, death or serious injury to a police officer in the line of duty, disturbance of an unusual nature (or threat), or possibility of such occurrences or any other matters which are deemed of sufficient importance.

#### 1.17 – CONFLICTING ORDERS

If a senior officer finds it necessary to give an order or instruction to a member of the Department which conflicts with the order or instruction issued to the person by their immediate superior or other ranking officers, the member shall so inform the senior officer giving the order or instruction. If the senior officer still desires that the order or instruction be carried out, the member will do so, and the senior officer shall notify the member's immediate superior of the action.

Whenever a senior officer, in the necessary performance of duty, gives an order to any subordinate member not attached to their assignment, they must exercise care that such order does not necessarily conflict with those of the commanding officer of that particular division to which such member is assigned. Whenever orders, so given, require the member receiving same to leave their regular post or assignment, the senior

officer giving such order shall, as soon as practicable, inform such subordinate's commanding officer of the action taken.

### 1.18 – ORGANIZATION

Mission of the Department: The La Mesa Police Department is dedicated to protecting life and property while promoting community involvement through professional service, honor, trust and Integrity.

Functions of the Operating Units: The operating units of the Department consist of the Office of the Chief of Police, the Patrol Division, and the Services Division.

Functions of the Office of the Chief of Police: The functions of the Office of the Chief of Police are to provide executive, technical and clerical assistance to the Chief of Police, to insure his control over the operations of the Department and its important external and internal relations.

Functions of the Patrol Division: The Patrol Division patrols public places of the City for the purpose of suppressing crime, preserving the peace, protecting life and property, enforcing laws and ordinances, apprehending violators, and rendering miscellaneous services to the public. It investigates traffic collisions and provides for safe and quick movement of traffic. It makes preliminary investigation of crimes and incidents and searches crime scenes for physical evidence. It checks the security of stores, and other premises from which the occupant is absent. It inspects and investigates any other hazard for which inspection by uniformed officers is suitable and effective.

Functions of the Services Division: The Services Division provides services necessary for the functioning of the Police Department: communication, transportation, maintenance of equipment and quarters; recording of incidents calling for police service and tabulation of their disposition; the processing, storage and inspection of records; accounting and budgeting, and the maintenance of a system of internal communication.

The Services Division is responsible for the investigation of major and series-related crimes as well as such other criminal investigations determined by competent authority to be best investigated by task force and other specialized units. The Services Division is also responsible for any and all investigations necessary for the issuing of licenses and permits through City departments, under the requirements of the La Mesa Municipal Code, except as provided for by the Chief of Police; for the custody of evidence, found and recovered property, and for the return of all property in the custody of the Department; for the development and operation of crime and delinquency prevention programs; for the recruitment, training and operation of all Department volunteers except those specifically assigned to other divisions; for the recruitment, hiring and training of Department personnel; and for media relations.

### 1.19 – MANAGEMENT

It is the policy of the Department and of the City to centralize all management authority at the department level in the position of the Chief of Police. The approval of the Chief of Police is necessary before any decision to spend money or to increase the expense of the Department becomes valid. The approval of the Chief of Police is necessary before a Departmental order is issued.

All written communications with persons or agencies outside the Department is answered in the name of the Chief of Police and must be authorized by the Chief of Police, except where such authority has been delegated by the Chief of Police to a Division Commander. All letters other than form letters, letters concerning routine matters pertaining to cases, and routine matters pertaining to criminal records, must bear the personal and handwritten signature of the Chief of Police.

A copy of every document recording an evaluation of operations or management functions shall be sent to the Chief of Police.

All personnel records regarding individual employees shall be filed in the Office of the Chief of Police, maintained by the personnel of that office.

All records necessary to the control of the assignment of personnel between divisions and of the major operating units of the Department shall be kept in the Office of the Chief of Police.

All records necessary to the control of the Department Budget shall be filed and maintained in the office of the Services Commander.

Relations With Other Official Agencies: Personnel shall cooperate fully with other law enforcement agencies bearing responsibility for the administration of justice.

### 1.20 – OPERATIONS POLICY

It is the policy of the Department to outline in advance responsibility, authority and duty in all operating situations of frequent occurrence.

It is the policy of the Department to unify the command of inter-divisional field operations under the authority of the Patrol Commander.

All specific incidents requiring police actions are the responsibility of the Watch Commander.

In addition to the responsibility for inter-divisional field operations, the Watch Commander bears the responsibility for direct supervision of all personnel whose immediate supervisor is not on duty.

Direct supervision means responsibility for attendance and conduct of personnel and maintenance of the specialized function to which such personnel are assigned, according to the methods designated by the specialist's supervisor.

Responsibility at the scene of a police incident can be transferred to the representative of a specialized unit only after the specialist has arrived at the scene and only in accordance with Departmental policy.

The special delegation of the enforcement of certain laws to particular divisions or units does not relieve members of those or other divisions or units from the responsibility of taking prompt and proper police action relative to violations of laws observed by them or coming to their attention.

### 1.21 – PERSONNEL POLICY

Policies of the Department regarding personnel matters must be consistent with the policies and ordinances of the City of La Mesa.

It is the general policy of the Department to place no restrictions upon the employees of the Police Department which are not restrictions commonly placed upon all employees in the service of the City. However, frequent exceptions to this general policy are necessary because of the special nature of the mission and functions of the police.

It is also the general policy of the Department to request no special privilege or benefit for employees of the Police Department, except such benefits as are clearly justified by the special conditions of police service, or are authorized by legislation covering public safety employees.

It is the policy of the Department to require that employees familiarize themselves with all relevant official policies, rules and ordinances regarding personnel.

It is the policy of the Department to require that supervisors have a sound working knowledge of such policies, rules and ordinances.

### 1.22 – REPORTING POLICY

It is the general policy of the Department to require absolute accuracy of relevant detail in all reports. In many cases accuracy of form is as important as accuracy of content, because of the necessity of rapidly and economically processing large amounts of information.

It is the general policy of the Department to continue to shorten the reporting cycle, to insure information reaches appropriate members of the Department, City staff and the public in a timely manner.

The reporting cycle includes the reporting of the entire process which takes place from the time an officer arrives at the scene, through the investigative process, arrest,



prosecution and conviction. It includes the analysis of the case together with similar cases and their impact on the needs and operations of the Department.

Accurate, rapid reporting is necessary at all stages of the reporting cycle, both criminal and administrative, to provide effective service to the public and accurate data to the Department administration for effective action.