



## RSCCD DISTRICT SAFETY AND SECURITY DEPARTMENT

### Bureau of Security and Investigative Services (BSIS) Guidelines

The Bureau of Security & Investigative Services (BSIS) is the state department which oversees and regulates the private sector security industry in California. All full time District Safety Officers possess appropriate valid BSIS credentials. Possession of credential is determined by armed/unarmed status.

#### **CRIMINAL LIABILITIES WHO HAS THE POWER TO ARREST?**

The authority to arrest is given to all private persons. A security guard/proprietary private security officer has the same power to arrest as any other private person.

- **California Penal Code 837 PC**, a private person is authorized to make a **citizen's arrest in California** when the perpetrator commits a misdemeanor in a citizen's presence, or commits a felony and a citizen has reasonable cause to believe the perpetrator committed it.

#### **EXCESSIVE PHYSICAL FORCE:**

Where an arrest is made, the law allows only the use of physical force, which is reasonable or necessary to restrain the suspect if he/she is resisting, in order to make the arrest. Where more force is used than that which the law allows, the arresting party is said to be using "excessive force" and may be held criminally as well as civilly liable. An example of excessive force is the discharge of a firearm in shooting a suspect in order to protect personal property. By law, deadly force is allowed only to protect lives.

#### **UNLAWFUL USE OF DEFENSIVE WEAPONS:**

Security guards are allowed to carry an exposed firearm and/or baton only after the security guard completes the BSIS recognized training and the appropriate permits are issued.

- All Senior District Safety Officers (armed) have a valid open carry credential from BSIS. They also been given 40-hrs of POST Certified 832 Laws of Arrest and Firearms training with OCSA.

#### **WHEN SHOULD A SECURITY GUARD/PROPRIETARY PRIVATE SECURITY OFFICER ARREST?**

A security guard/proprietary private security officer who is expected to make arrests should receive explicit instructions and training on how to do so. Training should make clear the circumstances under which an arrest can be made and the procedure for making it, so as to minimize civil liability.

- All District Safety Officers (unarmed) have been through POST certified 832 Laws of Arrest.



## RSCCD DISTRICT SAFETY AND SECURITY DEPARTMENT TRAINING OVERVIEW

### Bureau of Security and Investigative Services (BSIS)

The Bureau of Security & Investigative Services (BSIS) is the state department which oversees and regulates the private sector security industry in California. All full time District Safety Officers possess appropriate valid BSIS credentials. The type and classification of credential is determined by armed/unarmed status.

### **Guard Card (Sr. DSO/DSO)**

- Vendor
  - OC Special Events Security
- License renewal - every two years
  - Online – BSIS website
- Training – 40 hours
  - Module A – 8 hours
    - Overview of power to arrest manual and subject matter.
    - Definition of arrest and discussion on the implications to the subject, the guard and the company.
    - Lecture/discussion on escalation and de-escalation techniques in the use of force.
    - Lecture/discussion in the use of restraint techniques and their implications
    - Discussion of trespass laws and implications of enforcement.
  - Module B – 16 hours online
    - Public Relations
    - Observation & Documentation
    - Communication and its Significance
    - Liability / Legal Aspects
  - Module C – 16 hours online
    - Handling Difficult People
    - Work Place Violence
    - Preserving the Incident Scene
    - Crowd Control



## **Exposed Firearms Permit (Sr. DSO)**

- Vendor
  - OC Special Events Security
- License renewal - every two years
  - In person – OC Special Events Security
    - Requirements
      - Must re-qualify twice a year.
      - Complete test with passing score.
- Training – 8 hours
  - Moral and legal aspects of firearms use
  - Firearms nomenclature, weapons handling and shooting fundamentals
  - Emergency procedures.

## **School Security Guard Training**

State law requires security guards in California community college districts to complete a course (24 hours) in training developed by Bureau of Security and Investigative Services (BSIS) in consultation with the Commission on Peace Officer Standards and Training (POST) (Business and Professions Code sections 7583.45 and Education Code sections 38001.5 and 72330.5). This training meets the requirements of SB 1626 and SB 390.

- Presenters
  - Santa Ana College Criminal Justice Academies
    - Campus Law Enforcement Update (40 hours)
  - Vendor – My Security Training
    - School Security Training (On-line 24 hours)
- Course Content (POST approved curriculum, minimum standard 24 hours)
  - Role & responsibility of school police
  - Laws and liability
  - Tactical Awareness
  - Community Oriented Policing
  - Mediation/conflict resolution
  - Disasters, Emergencies and crisis
  - Dynamics of student behavior/gangs

## **PC 832 – Laws of Arrest/Firearms**

- POST requirement for all peace officers (peace officers met this training requirement while attending the Regular Basic Course Academy).
- Course is POST certified and presented by the Orange County Sheriff's Department (POST presenter).



- Course Curriculum – Laws of Arrest (40 hours), Firearms (24 hours)
  - Leadership, Professionalism & Ethics
  - Criminal Justice System
  - Policing in the Community
  - Introduction to Criminal Law
  - Laws of Arrest
  - Search and Seizure
  - Presentation of Evidence
  - Investigative Report Writing
  - Use of Force
  - Crime Scene, Evidence, and Forensics
  - Arrest and Control Techniques (ACT)
  - **Firearms/Chemical Agents (armed officers)**
    - Enhanced ACT training which included the Carotid technique
  - Crimes Against the Justice System
  - Cultural Diversity/Discrimination
  - Course Test

## Naloxone Training

District officers receive training and guidelines to utilize Naloxone (Narcan). The objective is to reduce injuries and/or fatalities resulting from opioid overdoses, in the instances where emergency medical personnel have not yet arrived.

- Presenter
  - Sergeants – Campus Safety (Facilitators)
    - Sergeants have completed the Department of Health Care Services train the trainer requirements.
- Curriculum (Trainee)
  - Provided by the Department of Health Care Services
  - Training Video – Administering Naloxone
  - Sergeant will facilitate “Overdose-Training-Essential-Topic” summary

## Perishable Skills Training

The purpose of perishable skills training is to maintain, update, expand, and/or enhance an individual’s knowledge and/or skills as it applies to keeping our campus community safe.

POST requires peace officer to receive a minimum of 14 hours of perishable skills training (CC Regulation 1005) in each two-year period in the areas of Arrest and Control, Driver Training, Tactical Firearms and Tactical Communication training.



The District Safety and Security Department has implemented new trainings standards which adhere to the POST standard. All RSCCD full time District Safety Officers are now required to complete perishable skills training in the areas of Arrest and Control, Tactical Firearms, Tactical Communications, Mental Illness and Diversity training. This training is in addition to the required CPR/First Aid training.

### **Firearms Update (4 hours)**

- Course is POST certified and presented by the Orange County Sheriff's Department (POST presenter).
- Course Curriculum
  - Legal/moral obligations and case laws
    - Use of force
    - Deadly force
  - Individual responsibility and weapon deployment
  - Range – basic principles marksmanship
  - Safety guidelines

### **Arrest and Control Update (4 hours)**

- Course is POST certified and presented by the Orange County Sheriff's Department (POST presenter).
- Course Curriculum
  - Review and participate in various arrest control techniques
    - Foot movements
    - Personal body weapons
  - Participate in take-down activities
  - Participate in arrest search and the cursory search
  - Handgun retention and take a-ways

### **Tactical Communication (2 hours)**

- POST Video meets perishable skills requirements.
- Facilitated by a POST certified instructor.
- Curriculum
  - Legal and policy issues
  - Basic concepts of communication
  - How to diagnose a verbal encounter
  - Force options and verbal skills
  - De-escalation concepts



## **Mental Illness Training**

Mental Illness training has been added to the perishable skills training mandate for all District Safety Officers.

- POST requirement for all peace officers (peace officers met this training requirement while attending the Regular Basic Course Academy).
- POST certified training video program facilitated by a POST certified instructor.
- Course Curriculum – Help raise awareness among law enforcement personnel regarding mental illness and provides instruction on how to effectively handle the call.
  - Encountering persons with mental illness
  - Approach and communication/de-escalation
  - Calls for service – potential suicide
  - Potential outcomes
  - Legal aspects
  - Resources

## **Diversity Training**

Diversity training has been added to the perishable skills training mandate for all District Safety Officers.

- POST requirement for all peace officers – PC 13519.4 (peace officers met this training requirement while attending the Regular Basic Course Academy). Refresher course required every 5 years
- POST certified interactive video program. Facilitated by a POST certified instructor who meets POST Regulation 1070B requirements.
- The completion of this program meets the refresher requirements of PC 13519.4.
- Curriculum
  - History and why it matters
  - The importance of community
  - Understanding bias and profiling
  - Recognizing diverse cultures and populations

## **First Aid, CPR and AED (Basic Life Support) (8 hours)**

- POST requirement for all peace officers – every two years (PC 13518).
- POST certified course. POST follows the American Heart Association guidelines.
- Presented by a POST presenter or certified American Heart Association Instructor.
- Curriculum
  - Role of the public safety-first aid provider
  - Heart attack and sudden cardiac arrest



- CPR and AED for adults, children and infants
- Management of foreign body airway obstruction on adults, children and infants
- Recognition and identification of adult and pediatric patients for both medical and traumatic emergencies
- Medical emergencies
- Orientation to EMS system
- Trauma emergencies
- Legal issues
- Safety protocols



## REQUIREMENTS PEACE OFFICER – RSCCD SAFETY & SECURITY OFFICERS

	Required License		Required Certificate				Perishable Skills Training					
	Guard Card	Exposed FA Permit	SB 1626	PC 832 Laws of Arrest	PC 832 Firearms	Naloxone	Firearms	Arrest & Control	Tac. Comm.	First Aid/Cpr/AED	Mental Health	Diversity
<b>Peace Officer</b>			School Peace Officers Only	Received RBC Academy	Received RBC Academy	X	X	X	X	X	Received RBC Academy	Received RBC Academy
<b>RSCCD Safety &amp; Security Officer</b>	X	Armed Officers Only	X	X	Armed Officers Only	X	Armed Officers Only	X	X	X	X	X

\*RBC=Regular Basic Course (OCSRTA)





## RSCCD DISTRICT SAFETY AND SECURITY DEPARTMENT

### Use of Force / Title IX Incidents

#### Use of Force

All use of force complaints are reviewed by supervisors and the campus Lieutenant. A preliminary investigation is conducted to determine the facts of the complaint. Supervisor/Lieutenant will determine if the incident occurred and if it was within department policy. An Inter department memo is then submitted to the Chief with the findings of the preliminary investigation.

If the incident is determined to be within policy, no further action is taken. If the incident is found to be a violation of policy and/or criminal, the case is forwarded to Human Resources for a third-party investigation.

The circumstances and severity of the incident determines whether the officer is placed on administrative leave or allowed to continue to work. All incidents are reviewed and evaluated administratively. The incidents are evaluated through the lenses of existing training practices and policies to determine if any revisions or updates are required.

There were five use of force incidents which have occurred within the last 12 months. Three incidents occurred at SAC and one occurred at CEC. There were no incidents at SCC.

- SAC: Non-student was suspected of burglarizing the construction. When confronted by officer, suspect aggressively approached with an unknown weapon. Officer wrestles suspect to ground and attempts a carotid technique. Before completion of carotid technique, suspect no longer resists and is restrained.
  - SAPD responded. Incident resulted in suspect escorted off campus by SAPD.
- SAC: Student was restrained and handcuffed after threatening officers and refusing to identify himself.
  - SAPD responded. Incident resulted in criminal arrest and student discipline.
- SAC: Student came to campus intoxicated and assaulted safety officers. Student was restrained by officers.
  - SAPD responded. Incident resulted in criminal arrest and student discipline.
- SAC: Student attempted to steal books from campus library. Officers pursued student, pepper sprayed and restrained student.
  - SAPD responded. Incident resulted in criminal arrest and student discipline.
- CEC: Non-student attempted to steal a bicycle. Officer wrestled to the ground and restrained male.
  - SAPD responded. Victim refused prosecution.



## Title IX

Title IX complaints are forwarded to Jean Estevez, the district's administrator of equity, compliance and Title IX. These incidents are investigated and processed by Human Resources independent of District Safety and Security. There was a total of four reported incidents involving District Safety Officers which occurred in 2019/2020.

1. SAC: Faculty alleged officer "leered" and felt harassed – no touching occurred.
  - a. Incident was investigated and adjudicated by Title IX coordinator.
2. SAC: Student inserted herself into a situation with another student (her boyfriend was restrained after she called Safety alleged he robbed her) resulting in her being restrained.
  - a. Female student alleged Title IX violation by District Safety Officers. Investigated and adjudicated by Title IX coordinator.
  - b. Male student was detained and arrested by SAPD.
3. SCC: Employee reported officer followed them on campus on multiple occasions , no touching occurred.
  - a. Incident was investigated and adjudicated by Title IX coordinator.



## RSCCD DISTRICT SAFETY AND SECURITY DEPARTMENT

### Public Safety Task Force Update

#### Structure of Safety & Security

*Recommendation 1: Transition from current unarmed public safety to a hybrid armed non-sworn department.*

#### COMPLETED

Armed officers are now on campus throughout the district. The District has a total of 35 officers, 21 are armed officers (includes all district safety managers). The illustration below identifies the deployment of the District's *armed* officers.

	DAYS	SWINGS	MIDS
DO	1		
SAC	6	2	2
SCC	5	2	1
CEC	1	1	0

#### Joint Training

*Recommendation 2: Establish close working relationships with local police departments in Santa Ana and Orange by training together whenever possible.*

#### COMPLETED

- Training is ongoing.
- Joint briefings have been held between SAPD and SAUSD.
- A training plan is being developed covering a variety of subjects/scenarios including homeless, emergency preparedness and ICS training.



### **Recruitment of additional officers and increase supervisory coverage**

*Recommendation 3: Recruit additional officers to provide graveyard coverage at SCC and create supervisory positions to support Lieutenants in their roles and recruit accordingly.*

#### **COMPLETED**

- The District Safety and Security department is a 24/7 365 operation with supervisory support for the lieutenant at each campus.

### **Environment Safety and Emergency Services**

*Recommendation 4: Recruit a part-time Environmental Safety and Emergency Services position*

#### **IN PROGRESS**

- This recommendation is in the recruitment stage.

### **Community Policing**

*Recommendation 5: Formalize training in Community Policing for Safety and Security Department.*

#### **COMPLETED**

- All officers are scheduled for ongoing advanced officer training in a variety of topics including Community policing for safety and security.

### **Written Policies and Formal Agreements**

*Recommendation 6: Memorandum of Understanding (MOU) and Mutual Aid to be developed with both local police agencies (SAPD and OPD) for planning, training and responding to a need for local law enforcement services on RSCCD property.*

#### **COMPLETED**

- A Memorandum of Understanding and Mutual aid agreement with both SAPD and OPD are approved.

### **Interoperability**

*Recommendation 7: The Director of RSCCD Security should work with local Police Chiefs to gain access to their existing 800 MHz radios systems in the event of a shooting on campus or an emergency.*

#### **COMPLETED**

- The transition to 800 MHz is complete.



- Open channels are scheduled to be programmed with Santa Ana Unified School District (SAUSD) police and the Orange County Sheriff's Department.

### **Media and Public Relations**

*Recommendation 8: Establish a close working relationship with the PIO's of both SAPD and OPD. Develop a marketing plan for the administrators, faculty and students to be aware of what to do in case of an emergency such as an Active Shooter.*

#### *COMPLETED*

- We are coordinating with 25<sup>th</sup> Hour Communications, the district's public affairs contractor, to develop a marketing plan focused on the Safety and Security department.
- a crisis management communication plan has been drafted and implemented.

### **Mass Communication**

*Recommendation 9: Purchase a single sign on mass communication platform to use in the event of an extreme emergency. Also make it an 'opt out' system so that all the campus community is automatically signed up when registration takes place.*

#### *COMPLETED*

- Rave Mobile Safety emergency notification software is utilized throughout the district.

### **Coordination Plans**

*Recommendation 10: RSCCD campus Safety & Security and local police from Santa Ana and Orange must coordinate with each other in order to be prepared to respond to critical incidents such as an Active Shooter.*

#### *COMPLETED*

- We continue to meet with SAPD and OPD leadership on a regular basis to provide updates and share information.
- Conduct joint briefings.
- Conduct joint training.

### **Orange County Police Chiefs and Sheriffs Association**

*Recommendation 11: It is strongly recommended that the Director of Security for RSCCD become an associate member of the OC Chiefs and Sheriffs Association.*

#### *COMPLETED*



- While the Chief of District Safety and Security cannot become a member of OCOPSA, the chief participates with several associations to ensure information sharing in our region.
  - National Association of Clergy Compliance Officers And Professionals (NACCOP)
  - California College and Universities Police Chiefs Association (CCUPCA)

# Chapter 4

## Carotid Restraint Control Hold

### Overview

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**Learning need** Peace officers must know the advantages of the use of a carotid restraint control hold, the risks involved, the follow-up procedures, and safety precautions.

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**Learning objectives** The chart below identifies the student learning objectives for this chapter.

<b>After completing study of this chapter, the student will be able to:</b>	<b>E.O. Code</b>
<ul style="list-style-type: none"><li>• Discuss the justification for using the carotid restraint control hold</li></ul>	33.04.EO1
<ul style="list-style-type: none"><li>• Describe factors which cause unconsciousness when a carotid restraint control hold is applied, to include:<ul style="list-style-type: none"><li>- Structures of the human neck</li><li>- Breathing</li><li>- Circulation</li></ul></li></ul>	33.04.EO2
<ul style="list-style-type: none"><li>• Demonstrate the prescribed application and describe potential hazards associated with the improper application of a carotid restraint control hold to include:<ul style="list-style-type: none"><li>- Physiological responses a subject may experience</li></ul></li></ul>	33.04.EO3
<ul style="list-style-type: none"><li>• Demonstrate procedures for handling a subject after a carotid restraint control hold has been applied</li></ul>	33.04.EO5
<ul style="list-style-type: none"><li>• Explain procedures regarding medical care after a carotid restraint control hold has been applied</li></ul>	33.04.EO6

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## Overview, Continued

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**In this chapter** This chapter focuses on the characteristics of using the Carotid restraint control hold. Refer to the chart below for specific topics.

Topic	See Page
Justification for Use of a Carotid Restraint Control Hold	4-3
Effects of the Carotid Restraint Control Hold on the Body	4-4
Follow-Up Actions	4-11
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Workbook Learning Activities	4-15
Student Performance Criteria	4-16

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# Justification for Use of the Carotid Restraint Control Hold

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**Introduction** The carotid restraint control hold offers peace officers a technique for controlling subjects.

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**Description** The carotid restraint control hold is a physical technique where a peace officer applies continuing compression on the carotid arteries on both sides of the neck with no effect on the respiratory structures of the throat in order to gain control.

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**Agency policy** Agencies and departments have different policies regarding justification for use of the carotid restraint control hold and the follow-up steps required when the hold is applied to a subject.

**Peace officers should have an operational understanding in their agency's policies, guidelines and potential hazards regarding the use of the carotid restraint control hold.**

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# Effects of the Carotid Restraint Control Hold on the Body

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## Introduction

Peace Officers should know the basic structure of the neck and its normal function to understand what is happening to the subject's body when the carotid restraint control hold is applied.

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## Causes for unconsciousness

During the application of the carotid restraint control hold, pressure is applied to both sides of the subject's neck. There are three primary factors which cause unconsciousness when this pressure is applied properly.

Action	Effect
<b>Carotid Artery Compression</b>	<p>The carotid arteries supply approximately 70-80% of the oxygenated blood to the brain. The remaining 20% is supplied by the vertebral arteries that run up the back of the neck. As the flow of blood through the carotid arteries is impeded, the blood flow and pressure in the vertebral arteries increase.</p> <p>Since the vertebral arteries make up for some of the loss of blood flow to the brain, it is unlikely that the compression of carotid arteries alone is the <i>sole cause</i> of unconsciousness.</p>

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## Effects of the Carotid Restraint Control Hold on the Body, Continued

**Causes for  
unconsciousness  
(continued)**

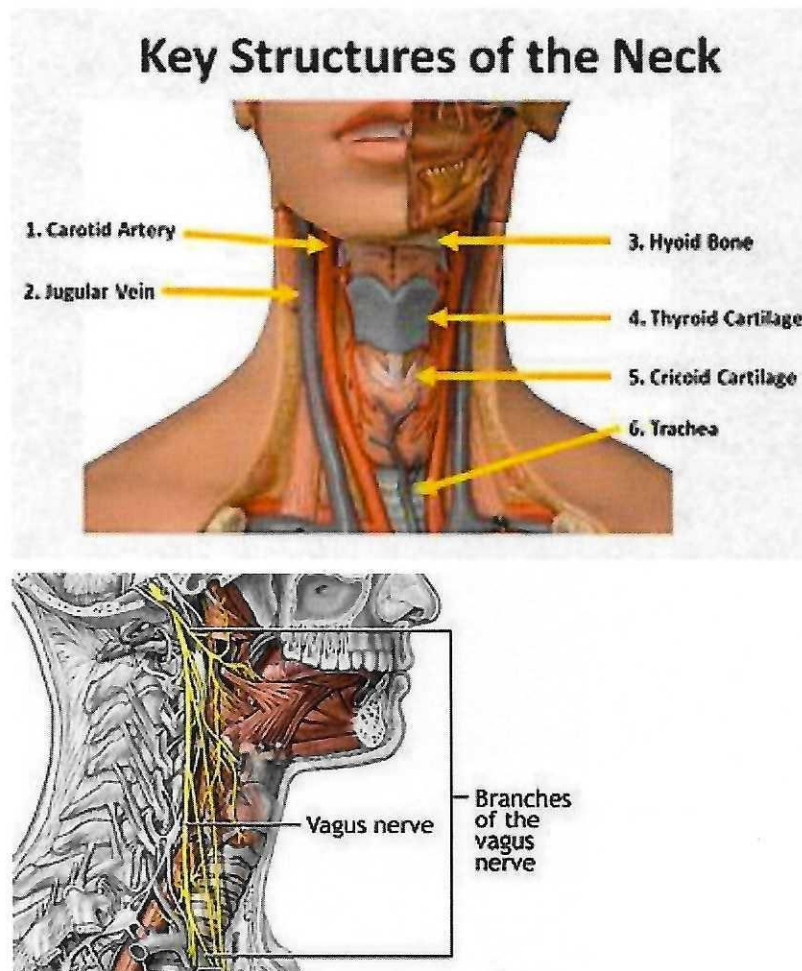
Action	Effect
<b>Jugular Vein Compression</b>	<p>Parallel to the carotid artery are the internal jugular vein and the external jugular vein. When pressure is applied to the carotid arteries, it is also applied to the jugular veins.</p> <p>The effect of venous compression is vascular congestion in the head and neck which may result in unconsciousness.</p>
<b>Vagus Nerve Compression</b>	<p>The vagus nerve also runs parallel to the carotid artery in the neck. Stimulation of this nerve may slow the heart rate and reduce blood pressure.</p> <p>Although vagus compression alone will not cause unconsciousness as quickly as carotid and venous compression, it is still believed to be a possible element when combined with these other factors.</p>

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# Effects of the Carotid Restraint Control Hold on the Body, Continued

## Structures of the neck

The following diagram helps illustrate the basic structures of the human neck that can be affected by the application of a carotid restraint control hold.



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# Effects of the Carotid Restraint Control Hold on the Body,

Continued

**Structures of the neck**  
(continued)

The following chart further describes the basic structures of the human neck that can be affected by the use of a carotid restraint control hold:

<b>Part</b>	<b>Description/Function</b>
<b>Hyoid Bone</b>	Bone located at the base of the tongue
<b>Cricoid Cartilage</b>	Cartilage protecting the larynx (voice box)
<b>Thyroid Cartilage</b>	
<b>Thyroid Cartilage Tip</b>	Portion of the thyroid cartilage that is connected to the trachea
<b>Trachea</b>	Airway (windpipe) extending from the larynx
<b>Carotid Artery</b>	Primary artery that carries oxygen rich blood to the brain
<b>Internal Jugular Vein</b>	Primary vein that carries blood away from the brain
<b>External Jugular Vein</b>	Vein that carries blood away from the facial vessels
<b>Carotid Sinus</b>	Network of cardiac nerves
<b>Vagus Nerve</b>	Nerve that regulates the heart and lungs

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# Effects of the Carotid Restraint Control Hold on the Body,

Continued

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**Time**

The average person may be rendered unconscious within a matter of seconds after carotid restraint control hold is properly applied.

As soon as the hold has attained the desired effect or if the subject submits to peace officer control prior to being rendered unconscious, the hold should be released and the peace officer should continue controlling the subject with the application of a different control hold technique.

If subjects are rendered unconscious, generally, they can regain consciousness within seconds.

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**Repeated applications**

Repeated applications of the carotid restraint control hold on the same subject should be avoided whenever possible. It is recommended that carotid restraint control hold should not be applied to the same subject more than two times in a 24 hour period unless objectively reasonable.

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**Drug and alcohol use**

The presence of alcohol or drugs in a subject's system may alter timing of the effects of the carotid restraint control hold. The following chart illustrates their effects.

<b>The presence of:</b>	<b>in a subject's system may cause the subject to:</b>
<b>Alcohol</b>	<ul style="list-style-type: none"><li>• become unconsciousness in a shorter amount of time</li><li>• take a longer amount of time to recover</li></ul>
<b>A Depressive Drug</b>	

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# Effects of the Carotid Restraint Control Hold on the Body,

Continued

**Drug and alcohol use**  
(continued)

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<b>The presence of:</b>	<b>in a subject's system may cause the subject to:</b>
<b>A Stimulant Drug</b>	<ul style="list-style-type: none"><li>• take a longer amount of time to go unconscious</li><li>• recover in a shorter amount of time</li></ul>

**Possible side effects**

When a peace officer applies a carotid restraint control hold properly, the subject may experience a variety of side effects. It may take up to 24 hours for the body to return to normal following the application of the hold.

Possible side effects may include the following.

- Convulsions leading to jerking of the hands, arms or legs
- Vomiting or gagging
- Salivation or drooling
- Nose bleeds
- Burst capillaries in the suspect's eyes
- Staring with glazed eyes
- Loss of bowel or bladder control
- Disorientation
- Reduced blood pressure, pulse rate and respiratory rate

Subjects may not be aware that they have been rendered unconscious and will be in the same state of mind they were in before the hold was applied. Peace officers must be prepared to control the subject by other means if necessary.

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## Effects of the Carotid Restraint Control Hold on the Body, Continued

### Potential hazards of *improperly* applied hold

If the carotid restraint control hold is not properly applied, the risk of injury to the subject increases. The following chart illustrates some of the possible dangers of an improperly applied hold:

Improper Action	Effect
Maintaining compression after subject has been rendered unconscious	If oxygenated blood flow to the brain is restricted for more than one minute, irreversible brain tissue damage may occur.
Tilting, turning, or jerking the subject's neck	A fracture of the neck, which may result in serious injury, permanent paralysis, or death.
Pressure applied to the back of a subject's head or neck	
Pressure applied to the front of a subject's neck	May rupture, fracture or collapse of the larynx or trachea causing suffocation; fracture of the hyoid bone, tip of the thyroid cartilage, or hyoid bone causing swelling and possible suffocation.

### Choke holds

The carotid restraint control hold should *not* be confused with the bar-arm choke hold or any other form of choke hold where pressure is applied to restrict the flow of air into the body by compression of the airway at the front of the throat.

Choke holds create the potential for a subject to panic and react with greater resistance when pressure is applied in this manner by a peace officer. Also, there is greater risk of serious injury to the subject.



## Follow-Up Actions

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### Introduction

Peace officers must take appropriate precautions to ensure the subject's recovery.

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### Peace officer actions

There are a number of steps peace officers should take if the subject loses consciousness after the application of a carotid restraint control hold.

Action	Rationale
<b>Release the Hold</b>	Maintaining the hold beyond the time the subject loses consciousness can lead to physical complications for the subject.
<b>Handcuff the Subject</b>	The purpose of rendering the subject temporarily unconscious is to gain physical control of the subject. This must be done before the subject regains consciousness and once again has the ability to resist peace officers.
<b>Check Vital Signs</b>	In order to facilitate recovery, position the subject on their side with knees bent.
<b>Administer First Aid, if Necessary</b>	
<b>Search the Subject</b>	Once peace officers determine that the restrained subject has regained consciousness and is not experiencing symptoms requiring further immediate medical intervention, they should search the subject for weapons and continue with the recommended procedures for taking a subject into custody and making the arrest.

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## Follow-Up Actions, Continued

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**Peace officer actions**  
(continued)

Action	Rationale
<b>Notify any other Officers or Custodial Personnel who take custody of the prisoner</b>	For up to two hours or until receiving a medical clearance, the prisoner should be monitored while in custody for adverse effects.
<b>Obtain Medical Clearance and Documentation</b>	Refer to agency policy for proper medical clearance and documentation.

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**Vital signs and medical care**

As soon as the subject stops resisting and is properly restrained, attending peace officers should determine the subject's physical condition and apply medical care if necessary.

This should be done by:

- checking the subject's pulse (other than the carotid pulse)
- monitoring the subject's breathing
- obtaining a coherent response from the subject
- being prepared to establish an airway and administer CPR
- summoning emergency services if needed
- maintaining visual monitoring of the subject for up to two hours or until the subject has been turned over to another authority

**NOTE:** When a carotid restraint control hold has been applied, agency policy may require the subject be checked by medical personnel before the subject can be taken to a law enforcement facility.

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# Chapter Synopsis

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<b>Learning need</b>	Peace officers must know the advantages of the use of a carotid restraint control hold, the risks involved, the follow-up procedures and safety precautions.
<b>Justification for use of Carotid Restraint Control Hold [33.04.EO1]</b>	The carotid restraint control hold is a physical technique where a peace officer applies continuing compression on the carotid arteries on both sides of the neck with no effect on the respiratory structures of the throat in order to gain control.
<b>Physical factors of unconsciousness after applying a Carotid Restraint Control Hold [33.04.EO2]</b>	The basic structures of the human neck that can be affected by the use of a carotid restraint control hold include hyoid bone, cricoid cartilage, thyroid cartilage, thyroid cartilage tip, trachea, carotid artery, internal jugular vein, external jugular vein, carotid sinus, and vagus nerve.
<b>Hazards associated with improper use of Carotid Restraint Control Hold [33.04.EO3]</b>	Possible hazards of <i>improper use</i> of the carotid restraint control hold includes maintaining the compression after subject has been rendered unconscious, tilting, turning, or jerking the subject's neck, pressure applied to the back of a subject's head or neck, and pressure applied to the front of a subject's neck.

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## Chapter Synopsis, Continued

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**Post Carotid  
restraint  
procedures  
[33.04.EO5]**

There are a number of steps peace officers should take if the subject loses consciousness after the application of a carotid restraint control hold.

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**Post carotid  
medical  
follow-up  
[33.04.EO6]**

When a peace officer applies a carotid restraint control hold properly, the subject may experience a variety of side effects. Must determine if medical attention is required to ensure the subject is recovering properly.

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## Training Policy

### 203.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the Rancho Santiago Community College District.

### 203.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

### 203.3 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of service to the Rancho Santiago Community College District
- (b) Increase the technical expertise and overall effectiveness of our personnel
- (c) Provide for continued professional development of department personnel

### 203.4 TRAINING PLAN

A training plan will be developed and maintained by the assigned Training Sergeant for each campus. It is the responsibility of the Training Sergeant to maintain, review, and update the training plan on an annual basis. The plan will include but not be limited to the following areas:

- (a) Community Policing
- (b) Federal and State Mandates
- (c) Leadership
- (d) Tactics
- (e) Emergency Preparedness
- (f) Targeted Violence Response
- (g) Mental Health
- (h) Homelessness
- (i) Bias-Based Policing
- (j) and other courses identified during the needs assessment

## *Training Policy*

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### **203.5 TRAINING NEEDS ASSESSMENT**

The Training Sergeants will conduct an annual training needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

### **203.6 TRAINING PROCEDURES**

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
  - 1. Court appearances
  - 2. First choice vacation
  - 3. Sick leave
  - 4. Physical limitations preventing the employee's participation.
  - 5. Emergency situations
- (b) When an employee is unable to attend mandatory training, that employee shall:
  - 1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
  - 2. Document his/her absence in a memorandum to his/her supervisor.
  - 3. Make arrangements through his/her supervisor and the Training Sergeant to attend the required training on an alternate date.

### **203.7 DAILY TRAINING BULLETINS**

The Lexipol Daily Training Bulletins (DTBs) are a web-accessed system that provides training on the Rancho Santiago Community College District Safety Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Sergeant.

Personnel assigned to participate in DTBs should only use the password and login name assigned to them by the Training Sergeant. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

*Training Policy*

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Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

## Use of Force

### 300.1 PURPOSE AND SCOPE

This policy recognizes that the use of force by District Safety Officers requires constant evaluation. Even at its lowest level, the use of force is a serious responsibility. The purpose of this policy is to provide officers of this department with guidelines on the reasonable use of force.

#### 300.1.1 DEFINITIONS

Definitions related to this policy include:

**Deadly force** - Any use of force that creates a substantial risk of causing death or serious bodily injury, including but not limited to the discharge of a firearm (Penal Code § 835a).

**Force** - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

### 300.2 POLICY

It is the policy of this department that officers shall use only that amount of force that reasonably appears necessary to defend themselves or others, given the facts and circumstances perceived by the officer at the time of the event. "Reasonableness" of the force used must be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any interpretation of reasonableness must allow for the fact that District Safety and Security Officers may be called upon to make quick decisions about the amount of force that is necessary for self-defense or the defense of others. Given that no policy can realistically predict every possible situation an officer might encounter in the field, it is recognized that each officer must be entrusted with well-reasoned discretion in determining the appropriate use of force to defend themselves or others from attack. While it is the ultimate objective of every encounter to minimize injury to everyone involved, nothing in this policy requires an officer to actually sustain physical injury before applying reasonable force to defend the officer or others.

### 300.3 FIREARMS

#### 300.3.1 DISCHARGING OF FIREARM

Warning or attention shots fired into the ground or air are a danger to the officers and/or innocent persons, violate the Bureau of Security and Investigative Services guidelines and are prohibited. Negligent or non-negligent discharge of a firearm must be reported immediately to the Chief of Safety and Security

#### 300.3.2 FIREARM TO CONTROL SUBJECT

Armed personnel shall not remove a firearm from the holster unless the criteria for deadly force exist. Any armed personnel may not exhibit any actions or display a weapon to gain compliance over a suspect that does not pose an imminent threat of death or great bodily injury to the officer or other person.



## *Use of Force*

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### **300.3.3 SHOOTING AT OR FROM MOVING VEHICLES**

Shots fired at or from a moving vehicle are rarely effective. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer believes there is an imminent threat from the vehicle, or if deadly force other than the vehicle is directed at the officer or others. Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

### **300.4 REPORTING THE USE OF FORCE**

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.

### **300.5 MEDICAL CONSIDERATION**

Medical assistance shall be obtained for any person who has sustained visible injury, expressed a complaint of injury or continuing pain, or who has been rendered unconscious. Based upon the officer's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by law enforcement, fire personnel, paramedics, and/or hospital staff. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practical, should be witnessed by another officer and/or medical personnel.

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond physical characteristics, unusually high tolerance to pain or who require a protracted physical encounter with multiple officers to bring under control, may be at an increased risk of sudden death and should be examined by qualified medical personnel as soon as practicable. Any individual exhibiting signs of distress after such an encounter shall be medically cleared prior to booking.

### **300.6 SUPERVISOR RESPONSIBILITY**

A supervisor will be notified and respond to an incident in which there has been a reported application of force. The supervisor is expected to:

- (a) Obtain the basic facts from the involved officers.
- (b) Ensure that any injured parties are examined and treated.
- (c) Ensure that photographs have been taken of any areas involving visible injuries or complaint of pain as well as overall photographs of uninjured areas.
- (d) When possible, separately obtain a recorded interview with the subject upon whom force was applied.
- (e) Review and approve all related reports.

## *Use of Force*

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- (f) Identify any witnesses not already included in related reports.

In all Use of Force incidents, the supervisor will complete an initial review of the incident and submit an inter department memo to the campus Lieutenant. The review will include an overview and analysis of the incident. In the event that the supervisor believes that the incident may give rise to potential civil litigation, a separate potential claim form should be completed and routed to appropriate channels.

Should the supervisor determine that any application of force was not within policy, a separate internal administrative investigation shall be initiated.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

### **300.6.1 CAMPUS LIEUTENANT RESPONSIBILITY**

The campus lieutenant shall review each use of force by any personnel assigned to his/her campus to ensure compliance with this policy and to address any training issues.

### **300.7 TRAINING**

Officers will receive periodic training on this policy and demonstrate their knowledge and understanding. The RSCCD District Safety and Security Department follows a California Peace Officer Standards and Training (POST) perishable skills training model.

### **300.8 USE OF FORCE ANALYSIS**

At least annually, the Lieutenant at each campus should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of District Safety. The report should not contain the names of officers, suspects or case numbers, and should include:

- (a) The identification of any trends in the use of force by members.
- (b) Training needs recommendations.
- (c) Equipment needs recommendations.
- (d) Policy revision recommendations.

## Standards of Conduct

### 308.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Rancho Santiago Community College District Safety Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions, but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

### 308.2 POLICY

The continued employment or appointment of every member of the Rancho Santiago Community College District Safety Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, while on duty, may be cause for disciplinary action.

### 308.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

#### 308.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

## *Standards of Conduct*

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The person countermanning the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

### **308.3.2 SUPERVISOR RESPONSIBILITIES**

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

### **308.4 GENERAL STANDARDS**

Members shall conduct themselves, while on duty, in accordance with the United States and California Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority. Members should be mindful of their off-duty activity and be mindful of how negative or improper actions can impact their employment as well as the reputation of the Department and District.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct. Board Policy 7365 Discipline and Dismissal and Administrative Regulations 7365 Discipline and Dismissal further define discipline and explain the disciplinary process.

### **308.5 CAUSES FOR DISCIPLINE**

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service:

#### **308.5.1 LAWS, RULES AND ORDERS**

- (a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or District manuals.

## *Standards of Conduct*

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- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

### 308.5.2 ETHICS

- (a) Using or disclosing one's status as a member of the Rancho Santiago Community College District Safety Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.

### 308.5.3 DISCRIMINATION, OPPRESSION OR FAVORITISM

Discriminating against, oppressing or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

### 308.5.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship while on -duty or through the use of one's official capacity.
- (b) Engaging in on- duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
- (d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.
- (e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member

## *Standards of Conduct*

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knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

### 308.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without reasonable excuse.

### 308.5.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member's position with this department.
  - 1. Members of this department shall not disclose the name, address or image of any victim of human trafficking except as authorized by law (Penal Code § 293).
- (b) Disclosing to any unauthorized person any active or prior investigation information.
- (c) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of District Safety or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away or appropriating any Rancho Santiago Community College District Safety Department badge, uniform, identification card or department property for personal use, personal gain or any other improper or unauthorized use or purpose.
- (e) Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

### 308.5.7 EFFICIENCY

- (a) Neglect of duty.
- (b) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Department within 24 hours of any change in residence address, contact telephone numbers or marital status.

## *Standards of Conduct*

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### 308.5.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department -related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
  - (a) While on department premises.
  - (b) At any work site, while on- duty or while in uniform, or while using any department equipment or system.
  - (c) Gambling activity undertaken as part of an officer official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Improper political activity including:
  - 1. Unauthorized attendance while on-duty at official legislative or political sessions.
  - 2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or, on department property except as expressly authorized by District policy, the memorandum of understanding, or the Chief of District Safety.
- (h) Engaging in political activities during assigned working hours except as expressly authorized by District policy, the memorandum of understanding, or the Chief of District Safety.
- (i) Any act on- or off-duty that brings discredit to this department.

### 308.5.9 CONDUCT

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law

# Rancho Santiago Community College District Safety Department

## Policy Manual

### *Standards of Conduct*

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enforcement agency or that may result in criminal prosecution or discipline under this policy.

- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (c) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (d) Engaging in horseplay that reasonably could result in injury or property damage.
- (e) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the District.
- (f) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.
- (g) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.
- (h) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- (i) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
- (j) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any memorandum of understanding or contract to include fraud in securing the appointment or hire.
- (k) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of District Safety of such action.
- (l) Any other on- or off- duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

#### 308.5.10 SAFETY

- (a) Failure to observe or violating department safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off- duty.
- (e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.
- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.



## *Standards of Conduct*

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- (g) Any personal action contributing to a preventable traffic collision.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

### 308.5.11 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Rancho Santiago Community College District Safety Department 's commitment to enforcement that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

#### 401.1.1 DEFINITIONS

Definitions related to this policy include:

**Bias-based policing** - An inappropriate reliance on characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing public safety service. (Penal Code § 13519.4).

### 401.2 POLICY

The Rancho Santiago Community College District Safety Department is committed to providing safety and security services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide public safety services equally, fairly, objectively and without discrimination toward any individual or group.

### 401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific public safety incident, or specific suspicious patterns or specific schemes.

#### 401.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not collect information from a person based on religious belief, practice, affiliation, national origin or ethnicity unless permitted under state or federal law (Government Code § 8310.3).

Members shall not assist federal government authorities (Government Code § 8310.3):

- (a) In compiling personal information about a person's religious belief, practice, affiliation, national origin or ethnicity.
- (b) By investigating, enforcing or assisting with the investigation or enforcement of any requirement that a person register with the federal government based on religious belief, practice, or affiliation, or national origin or ethnicity.

## *Bias-Based Policing*

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### **401.4 MEMBER RESPONSIBILITIES**

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

#### **401.4.1 REASON FOR CONTACT**

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., incident report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

### **401.5 SUPERVISOR RESPONSIBILITIES**

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with District Administrative Regulations..

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
  - 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review video recordings related to calls for service, and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
  - (a) Supervisors should document these periodic reviews.
  - (b) Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

### **401.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE**

The Human Resources Manager shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the Administrative Secretary for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Human Resources Policy.

## *Bias-Based Policing*

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### **401.7 ADMINISTRATION**

Each year, the Campus Lieutenant should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of District Safety.

The annual report should not contain any identifying information about any specific complaint, member of the public or officers. It should be reviewed by the Chief of District Safety to identify any changes in training or operations that should be made to improve service.

Supervisors should review the annual report and discuss the results with those they are assigned to supervise.

## Homeless Persons

### 403.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Rancho Santiago Community College District Safety Department recognizes that members of the homeless community are often in need of special protection and services. The Rancho Santiago Community College District Safety Department will address these needs in balance with the overall mission of this department. Therefore, officers will consider the following when serving the homeless community.

#### 403.1.1 POLICY

It is the policy of the Rancho Santiago Community College District Safety Department to provide law enforcement services to all members of the community, while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

### 403.2 HOMELESS COMMUNITY LIAISON

The Chief of District Safety will designate a least two members of this department to act as the Homeless Liaison Officer. The responsibilities of the Homeless Liaison Officer include the following:

- (a) Maintain and make available to all department employees a list of assistance programs and other resources that are available to the homeless.
- (b) Meet with social services and representatives of other organizations that render assistance to the homeless.
- (c) Maintain a list of the areas within and near this jurisdiction that are used as frequent homeless encampments.
- (d) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include:
  1. Proper posting of notices of trespass and clean-up operations.
  2. Proper retention of property after clean-up, to include procedures for owners to reclaim their property in accordance with the Property and Evidence Policy and other established procedures.
- (e) Be present during any clean-up operation conducted by this department involving the removal of personal property of the homeless to ensure that the rights of the homeless are not violated.
- (f) Develop training to assist officers in understanding current legal and social issues relating to the homeless.

## *Homeless Persons*

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### **403.3 FIELD CONTACTS**

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. Nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent that such services may be appropriate.

#### **403.3.1 OTHER CONSIDERATIONS**

Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

- (a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.
- (b) Document places the homeless person may frequent.
- (c) Provide homeless victims with victim/witness resources when appropriate.
- (d) Obtain statements from all available witnesses in the event that a homeless victim is unavailable for a court appearance.
- (e) Consider whether the person may be a dependent adult or elder, and if so, proceed in accordance with the Adult Abuse Policy.
- (f) Arrange for transportation for investigation-related matters, such as medical exams and court appearances.
- (g) Consider whether a crime should be reported and submitted for prosecution, even when a homeless victim indicates that he/she does not desire prosecution.

### **403.4 PERSONAL PROPERTY**

The personal property of homeless persons must not be treated differently than the property of other members of the public. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a

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supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor. When practicable, requests by the public for clean-up of a homeless encampment should be referred to a supervisor on campus.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform a supervisor if such property appears to involve a trespass, blight to the community or is the subject of a complaint.

### **403.5 ECOLOGICAL ISSUES**

Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.