

## **Downey Police Department Police Aide Training Guide**

The purpose of this training guide is to provide the basic knowledge required to perform the daily Police Aide duties and document proficiency in these areas. All police aides are required to complete a training program and show proficiency in all areas listed in this training guide.

As a police aide you will be required to learn and perform a variety of tasks within the department. Several different employees may train you. This guide will provide you with the specific areas of training that will be explained, demonstrated by your trainer and performed by you. Following the completion of each training area, you must display proficiency to a member of the departments Field Training Program. You must demonstrate your ability to complete the task before they will sign off for this area of training. All areas of training must be signed off before you complete your training period. If an area of training on the list will not be part of your daily duties, you will still have it explained to you and be expected to perform it correctly. Only Field Training Officers, Corporal, or Supervisors can sign off on a completed area of training on the list.

Police Aides are employed throughout the department to assist both sworn and non-sworn personnel. As an employee of the City of Downey you are expected to show the utmost respect and courtesy to citizen, fellow employees, and the general public. Downey Police Aides, whether on or off duty, shall respect and obey all laws, ordinances, and department regulations. Police Aides are expected to conduct themselves in an honest, moral, decent and orderly manner. While on duty, all police aides shall maintain a clean and orderly uniform and present a professional, neat appearance. You will also be required at times to use city equipment. You will be responsible for the care and upkeep of this equipment. If at any time you discover a problem or damage with any equipment notify your supervisor immediately.

Downey Police Aides shall complete all work assigned to them without delay, unless otherwise instructed by a supervisor. Downey Police Aides shall notify a supervisor or desk officer upon completion of their current assignment. They shall also notify a supervisor or the desk officer any time they leave their area of assignment (i.e., Field Operations, Administration, Detective Bureau, Records Bureau) advise where they are going, and when they will be returning.

Your training staff is committed to provide you with the tools and training necessary to become a valuable employee. However, it is ultimately your commitment that will ensure your successful completion of your training program. We wish you success in your endeavor as a Police Aide with the Downey Police Department.

# DUTIES

## General

Handling of weapons/should only be handled at the direction of, and in presence of a supervisor.  
 Releasing privileged information/employee information shall not be released without authorization from a supervisor.  
 Do not give legal advice (civil/criminal). If unsure, contact a supervisor.  
 Radio procedures/Radio codes (see attached lists)  
 Demeanor/Professional and mature.  
 Running errands/Sign-out policy.  
 Handling of city equipment/driving city vehicles/  
 Reporting of damage to supervisor.

Explained	Demonstrated	Performed

## Patrol/Front Desk

Contacting citizens at front desk/Polite and professional.  
 Answering telephones/Directing telephone calls/Transferring to appropriate destination  
 Fingerprinting/Registrant information (see attached lists)  
 Trustee applications (see attached lists)  
 Vehicle maintenance/Transporting vehicles to city yards  
 Report policy/Supervisor shall be notified before undertaking a report

Explained	Demonstrated	Performed

# Detective Bureau

Juvenile petition requests at Los Padrinos/Pick-up and deliver necessary paperwork  
 Responding to Parker Center/Pick-up and deliver ID/evidence items  
 Responding to Coroner's Office/Deliver and Pick-up appropriate paperwork  
 Film pick-up and drop off at Fromex (8605 Firestone)/Paramount Camera (8124 Firestone)

Explained	Demonstrated	Performed

# Administration

Answering telephones/Professional demeanor  
 Pick-up and distribute daily mail from City Hall  
 Assist S.E.T. Team/Alarm notices, etc.  
 Assist training coordinator/computer input, etc.  
 Assist secretaries with general filing  
 Gas/wash Police Chief's/Captains/City Manager's vehicles

Explained	Demonstrated	Performed

The Following Is A List Of Approved Radio Codes, And The Phonetic Alphabet Utilized By The Downey Police Department During Radio Transmissions.

CODE 1 – Answer Your Radio

CODE 3 – Emergency Response – Lights And Siren Activated

CODE 4 – No Further Assistance Needed.

CODE 5 – Stake Out. Other Units Stay Away, Unless Ordered In Response To A Call.

CODE 6 – Out For Investigation.

CODE 7 – Out Of Service To Eat.

CODE 9 – Remain On Air, Only Unit Available.

CODE 20 – Unit Requests Press Be Notified Of Spectacular Accident Or Other Newsworthy Incident.

CODE 27 – Coffee Break.

918 – Mental.

961 – No Record Or Want.

962 – Has Record, Not Wanted.

963 – Wanted.

963X - Wanted & Dangerous.

964 – Vacation House Check.

965 – Radio Frequency 2.

997 – Request Immediate Assistance Under Conditions Not Amounting To An Extreme Emergency. Cars In The Immediate Area Will Be Dispatched.

998 – Officer Involved Shooting.

999 – Officer Urgently Needs Help.

## **TEN CODES**

Ten 1 – Receiving Poorly.

Ten 2 – Receiving Well.

Ten 4 – O.K.

Ten 5 – Relay.

Ten 6 – Busy.

Ten 7 – Out Of Service.

Ten 8 – In Service.

Ten 9 – Repeat.

Ten 10 – Out Of Service, Subject To A Call.

Ten 11 – Dispatching Too Rapidly.

Ten 12 – Officials Or Visitors Present.

Ten 14 – Convoy Or Escort.

Ten 15 – We Have Prisoner In Custody.

Ten 16 – Pick Up Prisoner At.

Ten 19 – Return To Your Station.

Ten 20 – What Is Your Location?

Ten 21 – Call Station By Telephone (Give Name)

Ten 21r – Report By Phone.

Ten 22 – Take No Further Action Last Information.

Ten 23 – Standby.

Ten 27 – Any Results My Request.

Ten 28 – Check Full Registration (License Number, Motor, Name, Etc.)

## **Ten Codes**

Ten 29 – Check For Wanted.

Ten 30 – Poor Radio Procedure.

Ten 31 – Officer Request Back-Up.

Ten 31x – Officer Request Code 3 Back-Up.

Ten 33 – Emergency Traffic Only-Others Standby.

Ten 35 – Confidential Information.

Ten 36 – Correct Time.

Ten 40 – Can You Clear For A Call?

Ten 42 – Officer's Residence.

Ten 87 – Meet The Officer.

Ten 97 – Arrived At Scene.

Ten 98 – Finished With Last Assignment.

## **ABBREVIATIONS**

A.T.L. – ATTEMPT TO LOCATE.

B.O. – BAD ORDER.

CAL OP. CALIFORNIA OPERATORS LICENSE.

D.O.A. – DEAD ON ARRIVAL.

E.T.A. – ESTIMATE TIME OF ARRIVAL.

F.M. – FEW MINUTES.

G.O.A. – GONE ON ARRIVAL.

H.B.D. – HAD BEEN DRINKING.

O.D. – OVERDOSE.

## **ABBREVIATIONS**

R/P – REPORTING PARTY.

TC – TRAFFIC COLLISION.

TC NON - TRAFFIC COLLISION NON-INJURY.

U.T.L. – UNABLE TO LOCATE.

## **PHONETIC ALPHABET**

A – ADAM

B – BOY

C – CHARLES

D – DAVID

E – EDWARD

F – FRANK

G – GEORGE

I – IDA

J – JOHN

K – KING

L – LINCOLN

M – MARY

N – NORA

O – OCEAN

P – PAUL

Q – QUEEN

R – ROBERT

S – SAM

T – TOM

U – UNION

V – VICTOR

W – WILLIAM

X – X-RAY

Y – YOUNG

Z – ZEBRA

INSERT (CITY OF DOWNEY MAP)

## I. INTRODUCTION TO EVIDENCE/PROPERTY

This material has been prepared to familiarize all police employees with the proper methods of collection, preservation and storage of evidence and property.

The methods and procedures set forth herein are presented for two main reasons:

1. To ensure that evidence is properly handled, documented and preserved so as to prevent it from being contaminated or ruled inadmissible in court, and:
2. To ensure that property is disposed of appropriately and in a timely manner when it is no longer of use to law enforcement.
  - a) The impounding of property should not be taken lightly by an employee of this department. The process of impounding, recording, controlling, storing and disposing of property is multifaceted and has a direct and profound impact on many operations within this department and the criminal justice system.
  - b) Officers are urged to use good judgment and common sense when impounding property. Valuable time is wasted processing worthless property or correcting mistakes in packaging and documentation because careful attention is not paid to the rules of evidence and common sense.
  - c) It is imperative that all employees who are involved in the handling of property make themselves thoroughly aware of these procedures.

**DEFINITIONS:** For purpose of these procedures, property will fall into one of the following categories.

1. Evidence is any property that comes into the custody of a police department employee pursuant to an official criminal investigation when such property may tend to prove or disprove the commission of a crime or the identity of the suspect. The following are examples of evidence.
  - a) Physical or chemical evidence left at the scene of such a crime by a victim or suspect, recovered (stolen) property, property under observation which is suspected to have been used in, or is the result of, the commission of a crime.
  - b) Photographs and videotapes of crime scenes is evidence. The photographs are produced by members of the Identification Unit and are stored in the office photography file. Videotapes produced by an Identification Technician will be placed into evidence in the property room.

Photographs and videotapes submitted to the department, as evidence from outside sources will be placed into evidence in the property room.

2. **Property for Safekeeping** is any property having no evidentiary value, which is surrendered to an employee of this department for temporary custody, with the understanding that the person surrendering the property has a legal right to do so, and that the property will be returned to the rightful owner(s) upon the expiration of a specified period of time, unless the owner requests disposition by the department in a manner prescribed by law.
3. **Found Property** is any property that comes into the custody of an employee of this department, having absolutely no evidentiary value, the rightful owner of which may or may not be known to the finder or the department. Due diligence must be exercised to discover the rightful owner. Having failed to do so, the department will dispose of the property in a manner prescribed by law (usually within 90 days from the time of its receipt).
4. **Property for destruction** is any property, including firearms and ammunition that a citizen releases to the Downey Police Department for disposal.

## I. **SUPPLIES**

The Property Section provides evidence collection and preservation of supplies.

### A. **Forms**

1. **Property Cards** are provided to completely document and control all property impounded, whether as **Evidence, Property for Safekeeping, Found Property or Property for Destruction**.
  - a) All property (except motor vehicles), no matter how large or small, which comes into the hands of an employee of the department, under one of the four categories noted above, shall be thoroughly documented on the property tag and property card.

## 2. Evidence Tag

- a) The tag color changes yearly, i.e., green for 1995, yellow for 1996, Red for 1997, blues for 1998 and green for 1999. When more than one item is being booked into evidence, a color-coded tag needs to be attached to each item.

3. **Property Disposition Sheets** are generated from the bar code computer system and are periodically forwarded to the assigned detective for review.

4. **Laboratory Analysis Forms 76R197C** are provided by the Los Angeles County Sheriffs Department. These forms are used to describe what type of analysis is to be performed and document the chain of custody. The Property Section personnel generally complete the lab receipts.

5. **Property Release Form** – Anytime property/evidence is released, the back of the original property card shall be completed. The person releasing the property/evidence shall print his/her name address and I.D. The person receiving the property/evidence shall provide a signature. The person releasing the property shall verify the name with the person's identification.

## B. Packaging Supplies

1. **Paper bags** – Brown paper bags are provided for various types of evidence and property.

2. Envelopes – Four (4) types of envelopes are provided, they are:

- a) Narcotics envelope, blue stripped.
- b) Currency envelope, green stripped and small brown currency envelopes.
- c) Weapon or Ammunition envelope, red stripped.
- d) Valuables Envelope, green stripped.
- e) General Evidence envelope, brown envelope (large).

3. **Urine/Alcohol Kit** – located at the front desk and is supplied by LASD.

4. **Blood/Alcohol Kit** – located at the front desk and is supplied by LASD.

5. **Sex Offense Kit** – located at the front desk and is supplied by LASD.

6. **Gun Shot Residue** – located in the ID Bureau and is supplied by LASD.

## II. WRITTEN GUIDELINES

- A. This **Property and Evidence Manual** is a complete outline of all procedures and policies for the handling of evidence and the operation of the Property Section. All employees involved in the handling of property should strictly adhere to the procedures and policies. The Senior Identification Technician or his designee will not accept any item submitted to the property room that is not packaged, labeled or documented as prescribed in this manual. It is the responsibility of the filing officer to properly submit items to the property room. Furthermore, the filing officer is responsible for making any necessary correction on the submitted items.
- B. **Memos and Directives** are periodically circulated as Crime Lab and court requirements change or new techniques are discovered.

## III. STORAGE LOCATIONS

- A. A property card is required any time an item of property is impounded or secured by an employee of this department. Property released in the field should be photographed with the owner of the property. The filing officer should note the return of the property in their report. Property brought to the station should be itemized on a property card. This practice should also occur if the items are to be released to their owner at the station. If the filing officer chooses to release the property to its owner at the station, the filing officer should fill out the back of the property card with the owner's signature.
- B. All applicable sections of the property card shall be completed in ink. The property tag shall also be completed in ink.
- C. A suggested step-by-step procedure for processing evidence and property is as follows:
  - 1) Choose an area of adequate space to lay out all items.
  - 2) Separate and categorize items. Keep items separated by suspect, victim/owner if known.
  - 3) Combine like items.
  - 4) Lay out items in separate piles by item number.
  - 5) Place blank property tags on/near each pile.
  - 6) Inventory and list items on the appropriate tag(s).

- 7) After the property cards are completed, package all items, keeping the packages separate, according to item number. Secure packages with either staples or tape.
- 8) Complete the information on all item tags and affix them to the corresponding packages. Red evidence tape should be used to seal any envelope that contains any guns, knives, narcotics, money and jewelry. This doesn't exclude the use of evidence tape or any other items submitted to the Property Room.
- 9) Place items in appropriate lockers in the report writing room, or if the items or quantities are too large for the evidence lockers, put the items in the report room. Large seizures of narcotic or currency should be stored in the Narcotics/Weapons room when they are brought to the station. The Senior Identification Technician or Watch Commander should be notified under these circumstances to maintain proper storage of these items.

These steps can be performed either at a crime scene or in the station (as time, weather and other factors permit).

The sooner the evidence is preserved and documented following collection, the better for all concerned. The fewer people involved in the handling of evidence, the more this will insure the integrity of the system.

Evidence of great value **should not be "placed on exhibit"** for all to view. It should be collected, preserved and handled in as swift a manner as possible consistent with the demands of time and other tasks.

#### **IV. BOOKING IN PROPERTY/EVIDENCE**

Our policy is to book evidence into the property system as quickly as possible after seizure. Property shall not be secured in personal lockers, files, desks, or other areas.

Maintaining a piece of evidence in a case file may be acceptable in certain circumstances, but the evidence shall first be processed through the property system and then signed out.

##### **A. Obtain a property card.**

- 1) Obtain a DR number.
- 2) Process evidence on the property card as described.
- 3) Completely fill out the property cards and tags.

- 4) Put all evidence in the evidence locker and drop the lock key through the proper slot.
- 5) Turn in all property cards for approval and processing through records.

**B. Property Card Use.**

- 1) All property cards used in one case should be completely filled out with all the information required at the top of the card. If items on the card belong to more than one victim or suspect, the owner's name should be noted in that specific entry on the card.
- 2) Currency: All currency shall be placed in a green envelope. If the currency envelope is not large enough affix the currency envelope and then secure it to the container holding the currency.
  - a) Currency shall always be counted and documented by denomination by the filing officer. The property tag or envelope shall include the dollar amount being booked into evidence (i.e., U.S. Currency in the amount of \$98.06). The counting of currency should be done in accordance to DPD Police Manual Section 7.4.140. This section of the police manual should not prevent an officer from having any amount of currency under \$500 from being witnessed during the count.
  - b) Seized funds for forfeiture by a narcotic officer may call for special handling by the officer. The Narcotics Bureau Sergeant is responsible for the appropriate handling of seized funds during their investigations.
- 3) Carefully complete all the information required on property tags and cards. Give a specific, but brief description of the item(s) controlled by the tag and card. **Always** include serial numbers, when available.
- 4) Every property tag and card **must have** a DR number.
- 5) All item tags must be fastened securely to the package, container or item.
- 6) It is suggested that the person finding the property place it into evidence in order to keep an unbroken chain of possession. If this is not possible the report should clearly identify all parties handling the property so that the evidence is not ruled inadmissible in court at a later date due to an incomplete record of its chain of possession.

- 7) **Receipt of property/evidence:** The property officer shall be responsible for cataloging all property/evidence coming into the custody of the Property Section.
  
- 8) **Release of evidence:** All evidence is released by the detective assigned to the case, the property clerk, or a member of the identification unit. Property releases are done by appointment only.

**EXAMPLE**

TRUSTEE PROGRAM

**SCHEDULE: SATURDAY AND SUNDAY, 0800 – 1630 HOURS**

**AMOUNT: \$95.00 THE FIRST DAY, \$75.00 EACH ADDITIONAL DAY  
PAYABLE WITH MONEY ORDERS OR CASHIERS CHECK  
ONLY. \*\*\*\*\* NO CASH \*\*\*\*\***

THE TRUSTEE PROGRAM IS A WORK PROGRAM, SO DRESS  
APPROPRIATELY – NO TANK TOPS OR SHORTS. SHOES MUST BE WORN.

BRING LUNCH AND DRINKS – NONE WILL BE PROVIDED, NOR WILL YOU BE  
ALLOWED TO USE CITY VENDING MACHINES OR LEAVE THE PREMISES.

APPLICATIONS MUST BE FILLED OUT PRIOR TO STARTING THE PROGRAM.  
THEY MAY BE FILLED OUT ON YOUR FIRST DAY. NO APPOINTMENTS ARE  
NECESSARY.

IF YOU HAVE ANY FURTHER QUESTIONS, CONTACT POLICE AIDE  
MOSCOSO, IF MOSCOSO IS UNAVAILABLE, CONTACT ANY POLICE AIDE).  
(562) 904-2308.





## EXAMPLE

### DOWNEY POLICE DEPARTMENT

### TRUSTEE PROGRAM

### CONTRACT

If accepted into the Trustee Program, I agree to comply with the following rules performing my community service.

#### **A. I WILL:**

1. Keep the program staff informed of my correct mailing address until I complete the program.
2. Wear suitable clothing for performing manual labor.
3. Bring positive identification with me when reporting to work.
4. Be at my work assignment at the designated time.
5. Behave in a cooperative manner.
6. Follow instructions given by my supervisor.
7. Perform the work assigned by my supervisor.
8. Submit upon request to chemical tests to determine presence of alcohol or drugs in my body.
9. I agree that my person, possessions and vehicle are subject to search by any peace officer during my participation in the Downey Police Trustee Program.

#### **B. I WILL NOT:**

1. Report to the program under the influence of alcohol or drugs.
2. Engage in violence of any kind.
3. Make or receive personal telephone calls, nor transact any personal or private business without the permission of my supervisor.

**EXAMPLE**

4. Have visitors on the work site.
  5. Communicate with anyone other than program personnel or other program participants while at the work site.
  6. Possess contraband at the work site.
  7. Possess any weapon (including knives) at the work site unless issued by my supervisor for the performance of my work.
  8. Leave the work site for any reason without the permission of my supervisor.
  9. Smoke inside the Downey Police Station or City Hall Complex.
- C. I know that if I fail to report for work, violate the rules of the program, or fail to complete the program, I will be required to serve the balance of my sentence in straight-time confinement. Further, failure to complete the program will be viewed by the Court as a violation of Section 4024.2 P.C., a misdemeanor, and a complaint will be filed against me.
- D. I further understand that at any time during the program I may surrender myself and do the remainder of my sentence in custody at the Los Angeles County Jail should I desire not to complete the program.

I have read and understand the above rules and regulations of the Trustee Program and I am willing to comply in this program under Section 4024.2 P.C.

\_\_\_\_\_  
Trustee's Signature

\_\_\_\_\_  
Date & Time

\_\_\_\_\_  
Coordinator

\_\_\_\_\_  
Date & Time

**EXAMPLE**

**DOWNEY POLICE DEPARTMENT TRUSTEE PROGRAM**

**CERTIFICATION OF COMPLETION**

TRUSTEE \_\_\_\_\_

COURT \_\_\_\_\_

CASE # \_\_\_\_\_

The above trustee has:

\_\_\_\_\_ Failed to report to his/her assignment.

\_\_\_\_\_ Failed to complete his/her assignment, but has worked \_\_\_\_\_ days.

\_\_\_\_\_ Completed his/her assignment and paid required fees.

Administrative	Fee.....	\$ 20.00
_____ days @ \$75.00 per day.....		_____
	Total .....	_____

Dates Served

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Coordinator's  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Field Operations Division  
DOWNEY POLICE DEPARTMENT

## STATE REQUIRED REGISTRATION

### THE FOLLOWING PROCEDURES MUST BE COMPLETED FOR ALL OF THE LISTED REGISTRANTS

Narcotics Registrants (11590 H&S)  
Sex Registrants (1290 P.C.)  
Arson Registrants (457.1P.C.)

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**New Registrants** – The individual must have a copy of his/her parole or probation papers. These documents should state the individuals criminal charges, sentence and purpose of registration.

- ◆ Make sure that all areas requiring a signature are completed.
- ◆ (2) Registration Receipts (Temporary receipt to individual, permanent to Records).
- ◆ (1) Green fingerprint card
- ◆ (1) Palm Card
- ◆ (1) White registration form
- ◆ Photograph with an (A#) number showing and (1) photograph without (A#) number showing. With the camera on the correct setting, all photographs can be completed on one Polaroid photograph.

**Annual Update Registrants** – Complete yellow update form.

- ◆ Make sure that all areas requiring a signature are completed.
- ◆ (2) Registration Receipts (Temporary receipt to individual, permanent to Records).
- ◆ Photograph with an (A#) number showing and (1) photograph without (A#) number showing. With the camera on the correct setting, all photographs can be completed on one Polaroid photograph.

# FINGERPRINTING

The fingerprinting of an individual should be done by rolling the finger from one side of the fingernail, across the complete surface of the first joint of the finger, concluding at the opposite side of the fingernail.

Only two white correction tags are allowed to be placed on any one-fingerprint card.

All palm cards will include the palm and fingerprints of the individual.

Any questions regarding the fingerprinting or necessary forms should be directed to the Senior Identification Technician or Records Bureau personnel.

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