



Training Bulletins 2022

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OCEANSIDE POLICE DEPARTMENT

Support Operations Division

Training Bulletin #22-001

January 4, 2022

SERVICE CONDITION TWO

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The purpose of this Training Bulletin is to outline the process, procedure, and criteria for implementing Service Condition Two.

Background: During critical incidents and other unforeseen circumstances, calls for service (CFS) continue to back up, delaying response times. Depending on the scope of the critical incident, this could deplete available patrol resources for extended periods. Service Condition Two was developed for circumstances when other available uniformed officers, including Motors, Traffic, NPT, Crime Suppression, HOT, and GSU officers, are needed to respond to CFS at the Watch Commanders (WC) discretion. Service Condition Two will be used sparingly and is not authorized just to clear the CFS on a busy day.

New Process/Procedure:

Service Condition Two may be initiated by the Watch Commander or their designee during a critical incident or other circumstances where it is deemed necessary.

Dispatch will broadcast over Primary, Inquiry, and the Station's PA System indicating Service Condition Two until further notice. Service Condition Two can operate on Primary or Inquiry. Dispatch will create an FYI call noting Service Condition Two as a reminder for field units and dispatchers.

All available uniform personnel, including Supervisors, will ensure they are logged on to CAD and immediately make themselves available to respond to CFS. The only exception is for OTC, Harbor, and SRO's. These units will only be used as a last resort in the order listed. Other than the units listed above, supervisors must contact the WC and explain why their officers are unavailable.

All Sergeants not involved with the critical incident will check in with the WC for assignment. Sergeants may be assigned to any area where the need exists.

When the Watch Commander or Field Supervisor decides regular field activity may resume, dispatch will broadcast, "Service Condition Two is canceled, resume normal field activity."

All units assisting patrol will resume their primary duties and complete any reports generated during Service Condition Two. Debriefing with all supervisors should occur as soon as practical at the discretions and time set by the WC.

Distribution:

All Police
All Dispatchers

Reference/Sources:

Kedrick Sadler, Captain
Patrol Operations Division

701.10.3 Service Condition Two. Will be utilized when Patrol is involved in a critical incident or any scenario that depletes the majority of Patrol's resources and calls for service are increasing beyond control. At that point, there will be a need to use all working uniformed officers to assist in responding to calls for service. All uniformed officers include but are not limited to: Motors, Traffic Investigators, NPT, Crime Suppression and GSU Officers. Watch Commanders and Sergeants are expected to be prudent and use some flexibility when deciding whether to pull specialized unit officers off of their regular duties. When initiated, all uniformed officers and dispatchers will follow the following protocol:

- a. Service Condition Two may be initiated by a Watch Commander or Field Supervisor during a critical incident or other circumstance where it is deemed necessary.
- b. Dispatch will broadcast over Primary and Inquiry as well as the Station's PA System indicating Service Condition Two until further notice.
- c. Service Condition Two can operate on Primary or Inquiry. Dispatch will create an FYI call noting Service Condition Two as a reminder to field units and dispatchers.
- d. Dispatch will use all uniformed personnel to handle calls for service as directed by the Watch Commander or Field Supervisor.
- e. Robert and X-Ray units will only be used as a last resort.
- f. When the Watch Commander or Field Supervisor determines normal field activity may resume, dispatch will broadcast, "Service Condition Two is cancelled, resume normal field activity."



OCEANSIDE POLICE DEPARTMENT

Support Operations Division

Training Bulletin 22-002

February 8, 2022

Transporting Subjects via Ambulance in the WRAP Restraint Device

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The purpose of this bulletin is to provide officers with information about transporting subjects in an ambulance while they are restrained in the WRAP Restraint device.

In the event a subject requires transportation in an ambulance while being restrained in the WRAP Restraint Device, the below needs to take place in order to be compliant with San Diego County Paramedic Protocol:

Non-Combative Subject

- Must be handcuffed in the front using the "O" ring on the WRAP. This should be done while outside of the ambulance for ease of access around the subject and additional officers to assist.
- An officer must ride in the ambulance during transport.

Combative Subject

- A combative subject must still be handcuffed in the front using the "O" ring on the WRAP. This also should be done outside of the ambulance for ease of access around the subject and additional officers to assist.
- In order to handcuff in the front, the subject will need to be chemically restrained by medical personnel.
- The handling officer needs to ensure that the reasons for chemical restraint are fully detailed in their report and passed along to the responding medical personnel for their documentation as well.
- Once the subject is sedated their hands can easily be moved to the front.
- An officer must ride in the ambulance during transport.
- A supervisor should be notified that your subject is being chemically restrained due to their combativeness and the Paramedic Protocols.
- The use of chemical restraints shall be documented in the Use of Force Reporting.

Definition of a Chemical Restraint: A chemical restraint is the intentional use of any medications to subdue, sedate, or restrain an individual. Chemical restraints have been used to restrict the freedom of movement of a patient—usually in acute, emergency, or psychiatric settings.

As in any event, the totality of the circumstances and the reasonableness of which type of force is used needs to be clearly documented. Due to paramedics assisting us in the event all of the reasons need to be clearly and concisely explained to assisting paramedics.

Distribution:

All Members

Reference/Sources:

Lieutenant Michael Kos
Support Operations Division



OCEANSIDE POLICE DEPARTMENT

Support Operations Division

Training Bulletin 22-003

May 31, 2022

Public Speaking Expectations

T R A I N I N G B U L L E T I N

With the increasing demands of law enforcement to provide information immediately to the public, there will be occasions where you may find yourself asked to give a statement on behalf of the department. This may occur formally (as a request for an interview or statement), or informally. Many times, you may be in the position to speak regarding a law enforcement issue, simply because someone knows you work for the Police Department. Be mindful that whether in uniform or out, we all are representatives of the Oceanside Police Department. Along with that honor, comes a responsibility to provide a positive public image of the department at all times.

The purpose of this bulletin is to provide Police Department Personnel with guidelines and expectations when asked to speak on behalf of the Oceanside Police Department.

The Basics:

1. **Prepare for the interview / public speaking opportunity**

Ask the following questions before committing to speaking:

Who – Who is conducting this interview? Who would be best to represent the department in this interview?

What – What is the subject matter?

When – Timing is important. Be sensitive to tones and sentiment locally and globally.

Where – Know your audience.

Why – What is Oceanside Police Department's place in this conversation? Is it appropriate to weigh in?

2. **Anticipate questions**

Ask for questions in advance to allow yourself time to prepare. Explore the basics to more complex questions that may arise. Do as much advance preparation as possible to avoid sounding unprepared. Remove the words "no comment" from your vocabulary. Rather, a more professional response would be "I don't have that answer for you at this time. I will get back to you with further information as it becomes available."

3. **Maintain control of the conversation**

If at any point you feel the conversation has veered off track, circle back to the original topic. Redirect the conversation to the original purpose and always close out on a positive note.

4. Be mindful of tone and setting

Maintain a positive and professional demeanor at all times. If you find yourself in a contentious moment, use it as an opportunity to demonstrate our level of professionalism.

5. Leave personal opinion and politics out

Stick to the facts. As representatives of the Oceanside Police Department (in uniform or out), it is inappropriate to insert personal opinions and politics.

6. Avoid jargon

Be mindful that the general public does not have radio or penal codes committed to memory. Do not use acronyms.

7. Be mindful of body language

Your body language has the power to share information or cues that may distract an audience from your talking points. Control your facial expressions, gestures, and overall emotions, as these could take away from the content of the interview or confuse the audience as to what your true messaging is.

8. Assume the microphones and cameras are always rolling

From the moment you are out in public, in your car or out, assume that there are cameras and microphones capturing your every move. Anyone can live-stream your actions and comments to audiences of millions with one click on their phone. Only share information and make comments that you are ready to be made public.

Distribution:
All Members

Reference/Sources:
Jennifer Atenza, Public Information Officer



OCEANSIDE POLICE DEPARTMENT

Support Operations Division

Training Bulletin #22-004

July 4, 2022

TOP 10 EVIDENCE & PROPERTY BOOKING ERRORS

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The purpose of this Training Bulletin is to address the most common errors with respect to the booking and submission of evidence and property.

The most numerous errors are found when booking Bulk Property.

1. Anything booked under the category of "Bulk Property" or "Safekeeping" must be accompanied by a Safekeeping and Prisoner Property Receipt. Item and form should be submitted to Evidence the day of collection so it is available for pick up by the owner the following morning.
2. Proper packaging of bulk property consists of placing items in the clear plastic bulk property bag. The bag should not be too heavy for an average person to carry or lift and the bag should close easily with a tag-it. If those requirements cannot be met, separate items into multiple bags.
3. Each bag is identified by one individual item number. The barcode/item # sticker will only be placed on one side of the tag-it. Do not place two separately identified items in the bag and label each side of the tag it. Do not print and place the same barcode/item # stickers on multiple items.
4. No food or drink will be accepted. This includes food and drink containers and packaging, even if empty.
5. The Safekeeping and Prisoner Property Receipt is not used for firearms, ammo, or magazines. There is a Receipt and Notice of Rights for Confiscated Firearms form for Firearms, Ammo, and Magazines.

Common errors made when booking general items

6. The envelope or bag must be sealed and signed. Your initials, ID, and date must be found on the seal and extend onto the envelope or bag.
7. Ensure the label you are placing on the envelope or bag is the label that corresponds to the item in the envelope or bag. Also ensure the case number you enter is correct.

8. There is a distinct difference between the terms "Found", "Safekeeping", and "Abandoned". Found property may consist of items that are lost or misplaced by the owner or they may be items that are evidence of criminal activity not yet discovered. Safekeeping is property that you take direct from someone or that you secure from a scene that belongs to someone who was on scene. Abandoned property is found in a place where the owner likely intended to leave it but is in such a condition that it is apparent the owner has no intention of returning to claim it. Abandoned property can be disposed of by the property owner and does not have to be collected.
9. Firearms must be booked and submitted in a safe condition. The firearm must be unloaded. A zip tie must be secured on/in the firearm in a manner which would most likely prevent the gun from firing.
10. Packaging multiple items in the same envelope or bag is acceptable. However, the items must have the same destination and must have the same retention and "hold as" criteria.

Bonus: The red mailbox located near the bike rack is labeled "Fireworks Only". Flares are not fireworks, ammunition is not fireworks, lighters are not fireworks. Do not place anything but fireworks in this mailbox.

All department members that are responsible for booking evidence or property should familiarize themselves with the Oceanside Police Department Property & Evidence Packaging Manual. The manual can be found in multiple locations on the J drive.

Distribution:
All Members

Reference/Sources:
OPD Property & Evidence Packaging Manual
OPD Evidence & Property Staff



OCEANSIDE POLICE DEPARTMENT

Support Operations Division

Training Bulletin 22-005

July 27, 2022

ADDRESSING QUALITY OF LIFE ISSUES & COMPLAINTS

T R A I N I N G B U L L E T I N

The purpose of this bulletin is to provide Officers with information and strategies on how to address quality of life complaints/issues. Quality of life issues are matters which negatively affect and/or interrupt the daily lives of Oceanside residents and visitors. While oftentimes these offenses are minor in nature, the aggregate and frequency of these offenses have contributed to a substantial increase in calls for service, complaints to City Staff and elected officials, and a growing frustration with the public.

Since the 9th Circuit's decision in *Martin v. City of Boise*¹, Police Departments across the State have found themselves struggling to address issues such as public encampment. Compound this with the fact the Court is regularly dismissing low-level criminal offenses due to their overwhelming backlog, OPD needs to find new ways to meet the public's expectation regarding quality of life issues. One thing is certain: Doing nothing is not the solution.

Our City Attorney's Office has agreed to file quality of life related Oceanside City Code (OCC) offenses as misdemeanor crimes. The expectation is these cases will be filed and resolved with appropriate sentences in the Superior Court. Below is a guide on how to facilitate this process along with a list of common violations for reference (page 2).

Procedure:

If an officer observes or responds to a call for service regarding a quality of life issue and a violation of the Oceanside City Code can be substantiated, follow these procedures:

- Detain the individual(s)
- Ensure they are properly identified
- Issue a citation for the violation and circle the 'M' for Misdemeanor on the citation
- Pull a case number and prepare a brief arrest report for the violation.
 - *This does not have to be an exhaustive police report, simply include the facts necessary for the City Attorney's Office to adequately prosecute the case (date/time/location, observations, witness contact info, how the offender was identified, and elements of the offense).*
- Tag BWC with the case number
- Book any relevant evidence under the case number

If you are made aware of a violation by a reliable and cooperating witness, obtain a Citizen's Arrest for the violation and follow the procedures listed above. We previously had not considered using Citizen's Arrests for OCC violations, but the City Attorney's Office has agreed to file these cases as well.

OPD Records will then forward the case file and BWC to the City Attorney's Office for review.

¹ (*Martin v. City of Boise* (9th Cir. 2019) 920 F.3d 584.)

COMMON QUALITY OF LIFE OCC VIOLATIONS:

- 4.14(a)– Dog off leash
- 4.14.1 – Dog impeding a public way
- 4.16.2(a) – Failure to remove dog waste
- 4.17 – Dog license require (30-day ownership & over 4 months old)
- 7B.3(a) – Display of female breasts
- 7B.4(a) – Display of private parts or buttocks
- 7.1114(4) – Possession of a shopping cart (needs to be marked pursuant to OCC 7.110)
- 10A.3(a-j) – Smoking where prohibited
- 13.6(a) – Scavenging
- 13.10(a) – Littering
- 15.2(1) – Business license required
- 19.4 – Littering at the beach
- 19.5 – Camp, sleep (sunset-sunrise), tent on the beach
- 20.12 – Loiter/interfere with pedestrians or cyclists on a public way
- 20.20.2 – Urinate or defecate in public
- 20.21 – Encampment on private property
- 20.21.1(a) – Encampment of public property (*see Training Bulletin 21-007)
- 20.21.2(b) – Storage of personal property in public place (*see Training Bulletin 21-007)
- 20.33 – Unlawful creation of public nuisance on property of another (see OCC Sec. 17.1)
- 20.40(a) – Consuming alcohol in public
- 20.44(a) – Open container on posted premise
- 30.10.2(1) – Soliciting in public to vehicles
- 30.17 – Aggressive solicitation

Entire OCC with definitions: https://library.municode.com/ca/oceanside/codes/code_of_ordinances

Distribution:

All Members

Reference/Sources:

Lt. Scott Garrett – Support Ops
Nelson Candelario – City Attorney
Oceanside City Code



OCEANSIDE POLICE DEPARTMENT

Support Operations Division

Training Bulletin #22-0056

August 18, 2022

LOUD AND MODIFIED VEHICLE ENFORCEMENT

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Over the last 6-10 months, our department has fielded numerous complaints about loud vehicles, (exhaust), all over the city with a majority of them from downtown. The purpose of this Training Bulletin is to provide officers with the proper California Vehicle Codes for enforcing loud and modified vehicles vehicle's in our city.

California Vehicle Code Definitions:

27150.

(a) Every motor vehicle equipped with an internal combustion engine and subject to registration shall at all times be equipped with an adequate muffler in constant operation and properly maintained to prevent any excessive or unusual noise, and no muffler or exhaust system shall be equipped with a cutout, bypass, or similar device.

27151.

(a) A person shall not modify the exhaust system of a motor vehicle in a manner which will amplify or increase the noise emitted by the motor of the vehicle so that the vehicle is not in compliance with the provisions of Section 27150 or exceeds the noise limits established for the type of vehicle in Article 2.5 (commencing with Section 27200). A person shall not operate a motor vehicle with an exhaust system so modified.

24004.

No person shall operate any vehicle or combination of vehicles after notice by a peace officer, as defined in Section 830.1 or subdivision (a) of Section 830.2 of the Penal Code, that the vehicle is in an unsafe condition or is not equipped as required by this code, except as may be necessary to return the vehicle or combination of vehicles to the residence or place of business of the owner or driver or to a garage, until the vehicle and its equipment have been made to conform with the requirements of this code.

Procedure:

Upon hearing a loud exhaust from a vehicle on a public roadway that is excessive or unusual, conduct a traffic stop on the vehicle. Explain the reason for the stop to the driver of a loud or modified exhaust creating an excessive or unusual noise. Cite the driver for

CVC 27150(a) loud exhaust, mark it correctible, and place a State Referee sticker on the back of their copy covering the sign off boxes, (referee stickers will be available soon). Explain to the driver they need to make an appointment with the State Referee to have the citation signed off. Also explain to the driver the vehicle needs to be immediately removed from the road until a certificate is issued from the State Referee or they will be in violation of section 24004. By citing 21750(a), we do not need to prove the exhaust noise is more than the legal 95 decibels allowed, just that it is loud and unusual.

This is a correctible violation only to be signed off by the State Referee with a certificate, no officer can sign these tickets once the sticker is applied to the citation.

If you stop a driver for this and they show they have already received a citation for it but haven't been to the State Referee yet, then you can cite for CVC 24004 non correctible.

State Referee Sticker Example:

STATE REFEREE CERTIFICATION REQUIRED - NO OFFICER SIGN-OFF (Section 43012 California Health & Safety Code.) For State Referee appointments: 1-800-622-7733. Vehicle must be removed from the roadway immediately and may not be driven until in compliance. (Section 24004 California Vehicle Code)

Distribution:

All Officers

Reference/Sources:

Sergeant Rick Davis,
Traffic Services Unit



OCEANSIDE POLICE DEPARTMENT

Support Operations Division

Training Bulletin 22-007

October 3, 2022

NOTICE OF RE-EXAMINATION OF DRIVER

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There has been some inconsistency discovered when dealing with a Notice of Priority Re-Examination of a Driver (DMV DS 427 form), specifically whether to take the subject's driver's license or not. The purpose of this Training Bulletin is to provide officers with a unified process when dealing with drivers who need a Re-Exam.

What Is a Re-Examination?

A re-examination gives the DMV the opportunity to obtain and evaluate information to determine if a driver may be a potential risk to traffic safety. DMV conducts two types of re-examinations: Regular and Priority.

-Regular re-examination may be conducted in person or over the telephone depending on the reason for the reexamination. A driver may be required to present medical information and submit to a knowledge, vision, and driving test, if appropriate.

-Priority re-examination must contact a DMV Driver Safety Office within 5 days. If a driver does not contact a Driver Safety Office, their driving privilege will be automatically suspended. They are required to submit to knowledge, vision, and driving tests and present medical information.

What Law Enforcement Needs to Know:

1. Only the DMV Driver Safety Office has the authority to IMMEDIATELY suspend a license before the 5-day waiting period and before any re-examination is scheduled or takes place (per CVC 13953).
2. If the DMV is faxed the re-examination form by our department and the DMV feels the person is unsafe to drive, they can immediately suspend the license even before waiting five days. Whether or not we confiscate the license, and whether or not the driver contacts the Driver Safety Office, has NO BEARING on the determination of the DMV to immediately suspend the license for safety purposes. If they decide to suspend the license and the driver chooses to drive again, law enforcement can simply complete the Notice of Suspension form (DL 310) and confiscate the license at that time.
3. In an opposing scenario, an officer issues a priority re-exam and confiscates the license, but the DMV reads the form and thinks the circumstances are not as severe as the officer describes. The DMV may choose to allow the driver the five days to respond before suspending the license, or they hear from the driver and hold off on making a suspension decision until the re-examination is complete. In that case, we just took someone's license that remains valid because we assumed the DMV would suspend it right away.
4. Every other time we confiscate a license (such as with a DUI arrest on a DS 367 or Notice of Suspension DL 310 form), those forms are designed to SERVE the driver a notice their license is already suspended or going to be suspended (as with the case of a DUI arrest). The decision is already made and supported by the Vehicle Code. With the Priority Re-Exam, it's more of a notification that it MAY be suspended, but that decision is made by the DMV. On the DS 367 and DL 310 it expressly requests the license be taken or provide an explanation as to why it wasn't.

Bottom Line:

If a you believe a driver should not be driving:

- 1) Recommend they do not drive and give them the Pink Copy (Priority Re-exam only)
- 2) Check the box for the location of the DMV Driver Safety Office NEAREST THE DRIVER'S HOME
- 3) Thoroughly document the reasons why they should not drive (observed driving behavior and driver's condition)
- 4) Fax the form to DMV immediately. Number is on the back of the form

Sample Conversation:

"I'm issuing you a form today that requires you to be re-examined by the DMV so they can determine if you are safe to be driving on the road. You are required to contact the DMV Driver Safety Office nearest your home (number is on the back) within 5 days or your license will be automatically suspended. I'm worried about the safety of you and other drivers on the road so I am going to fax this form to them and recommend they immediately suspend your license. If you drive on a suspended license, you will be issued a citation and may have your vehicle impounded up to 30 days."

Distribution:

All Officers

Reference/Sources:

Sergeant Adam Morales
Traffic Services Unit



OCEANSIDE POLICE DEPARTMENT

Investigations Division

Training Bulletin 22-008

October 8, 2022

OVERDOSE CALLS FOR SERVICE & IMPLEMENTATION OF ODMAP

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The purpose of this bulletin is to provide direction to officers regarding their responsibilities moving forward when dealing with an Overdose (OD) situation in the field.

History:

Since 2017, the Oceanside Police Department (OPD) has seen a steady increase in overdose calls for service. Specifically, OPD has seen a 348% increase in calls for service specific to fentanyl. As a result, officers are now trained to administer Naloxone and document its use in an officer's report. The officers report helps OPD track how often officer's dispense Naloxone, how many doses of Naloxone are administered, and their observations and the results of their actions during the call for service.

Section:

Police & Procedure Manual Vol. II – 1041: Use of Naloxone (Narcan)

Section 1041.07- Reporting:

The member administering the nasal naloxone shall document their observations and actions in an officer's report. For medication supplied by the County, a quarterly report will be submitted to Public Health Services on the number of medication given and the number of staff trained during the quarter.

New Procedure:

Police & Procedure Manual Vol. II – 1041: Use of Naloxone (Narcan)

Section 1041.07- Reporting:

The member administering the nasal naloxone shall document their observations and **utilizing CAD**. For medication supplied by the County, a quarterly report will be submitted to Public Health Services on the number of medication given and the number of staff trained during the quarter.

1. Once completed with the call for service/incident, the primary officer will ADD NOTES to the call:
 - a. **Age and Gender of victim**
 - b. **Type of narcotic believed to have caused the OD**
 - c. **Was the OD fatal or non-fatal**

- d. Was Naloxone administered
 - e. How many doses
 - f. Who administered the Naloxone (OPD, OFD, Citizen, Etc.)
 - g. Was the victim transported to the hospital
2. The primary officer will then clear the call through Dispatch, utilizing one of the below listed clearance codes (similar to cost recovery dispo):

OR

3. The primary officer can choose to manually clear the call (Mobile CAD) by utilizing one of the below listed clearance code:
4. Clearance Codes:
- 17-Non-Fatal: Nalox Admin Unk-m
 - 11- Non-Fatal: Nalox Not Admin-m
 - 12- Non-Fatal: Nalox Single Dose-m
 - 13- Non-Fatal: Nalox Multi Dose-m
 - 11- Fatal: Nalox Admin Unk-m
 - 14- Fatal: Nalox Not Admin-m
 - 15- Fatal: Nalox Single Dose-m
 - 16- Fatal: Nalox Multi Dose-m
5. An interface has been developed between CAD and ODMAP. All OD calls for service/incidents, if cleared appropriately, will filter from CAD into the new tracking software (ODMAP).
6. Officers are NO LONGER required to complete an officer's report (UNLESS THE OD RESULTS IN DEATH OR OTHER CIRCUMSTANCES EXIST WHICH REQUIRE A REPORT TO BE COMPLETED).
7. Lieutenant Valdovinos and Communications Manager Bonnie Stauffer currently have administrative responsibilities for the ODMAP program.

Distribution:

All Members

Reference/Sources:

Lt. Taurino Valdovinos, SES
Bonnie Stauffer, Comm. Manager



OCEANSIDE POLICE DEPARTMENT

Support Operations Division

Training Bulletin #22-009

October 10, 2022

Temporary Restraining Order Service Procedures

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The purpose of this Training Bulletin is to provide officers with the required procedures for serving a temporary restraining order.

Background:

When serving restrained parties with a temporary restraining order (TRO), the past practice has been to provide the restrained party with any court paperwork provided by the protected party or other entity. Dispatch or Records would enter the proof of service via CLETS. The officer would then write an RMS report detailing the service of the court order and attach any related documentation.

Recently, the courts have been reversing the service of TROs by law enforcement due to the "proof of service" form not being completed and returned to the court.

Current Practice

In addition to what officers were already doing, they will now need to fill out the appropriate proof of service form and submit the original to Records. Records will then forward the original to the appropriate court.

Officers can use the proof of service form provided in the TRO packet. If the form is not available, then the appropriate form can be found on the J drive.

Obtaining the Proof of Service Form

- Go to the J Drive and select the "0 2019 MASTER FORMS" folder.
- Select the "0 Forms You Can Print or Fill Out" folder
- Select the "Proof of Service Court Forms" folder
- Select the appropriate proof of service form. DV is for Domestic Violence and EA is for Elder Abuse.

- Copy and paste the selected form to your desktop or H drive.

Filling out the Proof of Service Forms

- Fill out sections 1 through 7.
- In section 4, check off each form that was provided to the restrained party.
 - Most common forms supplied are 109, 100 and 110.
 - If service is verbal only, check the "other" box and make sure to include that you provided the hearing date and terms of the TRO to the restrained party.
- Enter in the COURT case number in the box to the right of section 4. NOT the OPD case number.
- If the court location on the paperwork is not the Vista court, then make sure to update it with the correct location.
- Print form. Date & physically sign section 7. Write the OPD case number at the top of the form.
- Scan and attach the proof of service form to the OPD case in RMS.
- Ensure Dispatch or Records inputs the service of the TRO into CLETS.
- Submit the original signed proof of service form to Records.

Distribution:

All Officers

Reference/Sources:

Sergeant Josh Morris,
Family Protection Unit



OCEANSIDE POLICE DEPARTMENT

Support Operations Division

Training Bulletin #22-0010

November 2, 2022

MOBILE CRISIS RESPONSE TEAM (MCRT)

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PURPOSE:

The purpose of this training bulletin is to establish protocols for utilizing services provided by the Mobile Crisis Response Team (MCRT) (contracted services by Exodus Recovery, Inc.) for both field personnel responses and dispatch center referrals.

GENERAL:

The Mobile Crisis Response Teams (MCRT) staffed by Exodus Recovery, Inc., is a program developed with the goal of providing psychiatric crisis care services in the field for those situations where law enforcement personnel are not needed/necessary. The program employs a team of clinicians and peer specialists that will respond directly to the individual(s) experiencing a mental health or substance use crisis. The mobile teams will respond to calls placed directly into their call center, or after receiving a referral from the law enforcement agency holding jurisdiction over the geographic location where the person experiencing the crisis is presently located. The referrals can come from both field personnel or from the Oceanside Dispatch center.

OVERVIEW OF MCRT:

Each Mobile Crisis Response Team consists of a Licensed Mental Health Clinician, a Master's Level Case Manager, and a Peer Support Specialist.

The Mobile Crisis Response Team is dispatched through the San Diego Access and Crisis Line (ACL). Requests for services come directly from the public or can be sent via a law enforcement referral. Calls from the public directly to the ACL are triaged by their dispatch center. If the crisis requires an emergency response, the local law enforcement agency will be notified and a law enforcement call for service will be generated.

Currently, the ACL is in operation 24 hours a day, seven days a week, 365 days a year. The MCRT starts their field response at 7:00am and has a last call-out time of 9:00pm. Eventually, mobile response will be available 24/7.

MCRT responds to calls for children, youth, and adults. They offer comprehensive services including the following:

- Community based intervention for individuals experiencing a behavioral health crisis; this can include home, workplace, or other locations
- Crisis assessment and intervention
- Suicide and risk assessment and intervention
- Coordination of care with existing treatment providers
- Coordination with law enforcement as appropriate
- Linkage and referrals to community- based organizations and primary care
- Care coordination and follow-up with individuals' post-intervention

EXCLUSIONARY CRITERIA:

Under certain circumstances, MCRT should not be utilized. Their personnel will not respond if any of the following factors are present:

- When there are injuries requiring a medical response
- If there is a weapon involved or the person is known to be in possession of a weapon
- The person is involved in serious criminal activity related to the incident at hand
- The person is known to be wanted in connection with an ongoing law enforcement investigation
- Persons expressing immediate violence or reasonable potential for immediate violence or use of violence towards others or self
- Law enforcement specifically requested

If any of the above factors are present, dispatch shall create a call for service and an appropriate level of police response should follow per standard operating procedures.

In the event OPD personnel are actively engaged with a person in the field and the above criteria are not present, a referral or transfer to MCRT could be a viable option for resolving the event. Referrals for active field contacts should be made directly to MCRT by way of the "Law Enforcement Only" referral line (760-305-4940). Officers shall ensure the subject of the field contact is adequately in contact with MCRT personnel before clearing the call.

Once a transition of care has been completed, officers shall use the appropriate system to document the contact.

DISPATCH CENTER PROTOCOLS PERTAINING TO MCRT:

Dispatchers will notify MCRT when a 911 or administrative call is received that meets MCRT response criteria. The subject of the call must have a behavioral health need, and could become a danger to themselves or others, but there is no immediate risk of physical harm or violence.

The dispatcher will enter a call for service into CAD using the call type "MCRT". The dispatcher should gather and document all information pertinent to the call (listed below). The dispatcher will notify the caller that the information will be sent to the Mobile Crisis Response Team and a clinician will be contacting them and responding, if available.

After gathering all pertinent information, the dispatcher will call MCRT and provide that information. MCRT will advise of their response time and provide an ETA if a mobile team is not immediately available. The CAD incident will be closed as an advised incident.

If MCRT is unavailable, or if their ETA is not acceptable, or if the referral is declined, the dispatcher will change the incident call type to the appropriate code and create a pending call for service for field units. The dispatcher will also call back the reporting party and advise them of the change in response.

MCRT RESPONSE CRITERIA:

Dispatchers must obtain and document the following information for a referral:

- Location of the incident
- First and last name of the client; DOB also is preferred.
- First and last name of the reporting party (if different than the client)
- Contact phone number of the reporting party

- Circumstances requiring MCRT response. *A diagnosis is not sufficient. The dispatcher must provide a description of the behaviors the client is exhibiting, i.e., talking to self, unable to care for self, suicidal ideations, etc.
- The answer to the following six security questions must be “no”:
 - Any weapons involved or known to be in possession of a person?
 - Any threat of immediate violence or potential for immediate violence or use of violence towards self or others?
 - Any injuries requiring a medical response?
 - Is the person involved in any serious criminal activity related to this incident?
 - Is the person known to be wanted by law enforcement? (No need to query person)
 - Was law enforcement specifically requested by the caller?

TRANSFERRING CALLERS DIRECTLY TO MCRT:

Dispatch will not transfer any calls to MCRT. If the situation seems critical, an officer will be sent.

Non-LE REFERRAL RESPONSES:

Occasionally MCRT will respond to a location in the city for a referral that was not initiated by the police department. MCRT will call the dispatch non-emergency number and advise that they are responding for an MCRT evaluation at an address/location and confirm that law enforcement assistance is not needed. The call taker will enter an incident with the call type “MCRT”.

When they clear from the location, MCRT will call back and advise that they are leaving the location and confirm again that law enforcement was not needed. Primary may then close the call from the board with a disposition code of “IO”.

EMERGENCY SUPPORT:

If an emergency arises during the MCRT evaluation, the team will disengage, withdraw to a safe location, and wait for police to arrive. MCRT will call dispatch and report that they need immediate assistance from PD and/or EMS. They will confirm the address or location and provide the reason for the emergency, along with the name and contact phone number for the clinician on scene. The call taker will update the CAD notes for the active call on the board and inform Primary of the request for emergency assistance. Primary will then dispatch the appropriate field unit response. The dispatcher will need to determine if a Code 3 response is warranted based on the circumstances of the incident.

MCRT CONTACT NUMBERS:

- Non-public LE only referral line (Exodus): (760) 305-4940
- Access & Crisis line (public): (888) 724-7240
- Exodus MCRT admin line (non-public/not for referrals): (760) 758-1650

Distribution:

All Officers