
Report Preparation

344.1 PURPOSE AND SCOPE

The appropriate documentation of events is one of the primary functions of this department. Report preparation is a major part of each officer's job. The purpose of reports is to document accurate, clear, concise, complete and sufficient information to refresh the victims and witnesses as well as the officer's memory in order to provide a complete and accurate recordation with sufficient information documenting criminal or non-criminal events for follow-up investigation and successful prosecution.

344.1.1 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

344.2 REQUIRED REPORTING

When an employee responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the employee is required to document the activity. The fact that a victim is not desirous of prosecution is not an exception to documenting a report. The following are examples of required documentation:

- (a) In every instance where a felony has occurred, the documentation shall take the form of a written crime report
- (b) In every instance where a misdemeanor crime has occurred and the victim desires a report, the documentation shall take the form of a written crime report. If the victim does not desire a report, the incident will be recorded on the dispatcher's log. Unless the information can be linked to a crime trend or gang activity.
- (c) In every case where any force (as defined in Section 300) is used against any person by police personnel

Pasadena Police Department

Policy Manual

Report Preparation

(d) All incidents involving domestic violence, elder or child abuse

(e) All arrests other than outside warrants

344.2.1 NON-CRIMINAL ACTIVITY

The following incidents shall be documented using the appropriate approved report:

(a) Reported missing persons (regardless of jurisdiction)

(b) Found property and found evidence

(c) All incidents involving the death of a human being (see Policy Manual § 360 Death Investigations)

(d) Traffic collisions above minimum reporting level (see Policy Manual § 502 Traffic Accident Reporting)

(e) Falls on City property

344.2.2 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with Policy § 360 Death Investigations. The handling officer should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

(a) Sudden or accidental deaths.

(b) Suicides.

(c) Homicide or suspected homicide.

(d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).

(e) Found dead bodies or body parts.

344.2.3 INJURY OR DAMAGE BY CITY PERSONNEL

Any injury that is reported to this department shall require a report when:

(a) The injury is a result of drug overdose

(b) Attempted suicide

(c) The injury is major/serious, whereas death could result

(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event

(e) The injury was result of a fall or other accident occurring on City Property The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

(f) A visible or alleged injury resulting from employee conduct, including:

Pasadena Police Department

Policy Manual

Report Preparation

1. An injury that would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
2. The individual subjected to employee conduct complained of injury or continuing pain.
3. The individual indicates intent to pursue litigation as a result of the alleged injury caused by employee conduct.
4. Any application of a restraint device other than handcuffs, shackles or belly chains.
5. The individual was rendered unconscious by employee conduct.
 - (a) All of the injuries set forth in sub section (f) shall be reported to the employee's supervisor as soon as practicable. The supervisor will forward the police report to the Watch Commander before the end of shift absent exigent circumstances.
 - (b) The Watch Commander will ensure the sufficiency of detail in the police report regarding circumstances surrounding the injury to the suspect then forward it to the appropriate Division Commander for review.

(g) All visible injuries or damage should be photographed.

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

344.2.4 MANDATORY REPORTING OF JUVENILE GUNSHOT INJURIES

A report shall be taken when any incident in which a child 18 years or younger suffered an unintentional or self-inflicted gunshot wound. The Records Section shall notify the California Department of Public Health (CDPH) of the incident, on a form provided by the state. Forms may be obtained from the CDPH website (Penal Code § 23685).

344.3 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

344.3.1 GENERAL POLICY OF HANDWRITTEN REPORTS

Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports where an arrest is made or when there is a long narrative should be typed or dictated.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for departmental consistency.

Pasadena Police Department

Policy Manual

Report Preparation

344.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

344.4 REPORT CORRECTIONS

In general if a supervisor is at the scene that requires a report to be initiated, that supervisor should review that report for content and accuracy. If a correction is necessary, the reviewing supervisor should complete the Report Correction form stating the reasons for rejection. The original report and the correction form should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner. It is the officer's/other employee's responsibility to ensure that their reports have been approved prior to going EOW or obtain a hold authorization from a supervisor.

344.5 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring officer only with the knowledge and authorization of the reviewing supervisor.

344.6 ELECTRONIC SIGNATURES

The Pasadena Police Department has established an electronic signature procedure for use by all employees of the Pasadena Police Department. The Field Operations Commander shall be responsible for maintaining the electronic signature system and ensuring that each employee creates a unique, confidential password for his/her electronic signature.

- Employees may only use their electronic signature for official reports or other official communications.
- Each employee shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

Use of Force Review Boards

302.1 PURPOSE AND SCOPE

This policy establishes a process for the Pasadena Police Department to review the use of force by its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the use of deadly force.

302.2 POLICY

The Pasadena Police Department will objectively review and evaluate any categorical uses of force by its employees to ensure that their authority is used lawfully, appropriately, and is consistent with training and policy.

302.2.1 RESPONSIBILITIES OF THE ADMINISTRATIVE SECTION

The Administrative Services Section Lieutenant, or their designee, shall ultimately be responsible for the administrative use of force investigation. Personnel assigned to conduct the administrative investigation shall ensure that employees are afforded all rights as outlined in the Public Safety Officers Procedural Bill of Rights, should they be needed.

The Administrative Services Section shall ensure that a thorough investigation of the incident is conducted with particular emphasis on the following areas:

- (a) Assurance of compliance to all department policies and procedures.
- (b) Identification and management of liability exposure created by the incident in a manner consistent with the best interests of the city, department and involved personnel.
- (c) Identification of risk management and training issues that are exposed from such an incident.
- (d) Identification and examination of supervision and protocol.
- (e) Identification and examination of tactics, equipment used by employee, and reasonableness of force.
- (f) Completion of a thorough Staff presentation of the Administrative use of force. The Administrative Services Section Lieutenant, or his or her designee, shall be responsible for notifying the City Attorney's Office of the presentation date. By prior agreement, the City Attorney's Office will have a representative present.

302.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that employee will be placed in a temporary administrative assignment pending an evaluation for return to work. The Chief of Police may exercise discretion and choose to place an employee in an alternate assignment for other administrative considerations.

Pasadena Police Department

Policy Manual

Use of Force Review Boards

302.4 REVIEW BOARD

The Use of Force Review Board will be convened when the use of force by a department employee results in a categorical use of force.

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the employee was on- or off-duty, excluding training or recreational use.

The may also request the Use of Force Review Board to investigate the circumstances surrounding any non-categorical use of force incident.

The Deputy Chief or Divisional Commander will convene the Use of Force Review Board as necessary. It will be the responsibility of the Division Commander or supervisor of the involved employee to notify the Administrative Services section of any categorical use of force. The involved employee's Division Commander, or supervisor, will ensure that all relevant reports, documents and materials are available for the administrative review.

302.4.1 COMPOSITION OF THE BOARD

The Administrative Use of Force Review Board consists of the following composition:

- Chief of Police
- Deputy Chief of Police
- Division Commanders
- Administrative Section Lieutenant or thier designee
- Training Sergeant
- Use of Force Subject Matter Expert
- City Attorney

302.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident. Board members may request further investigation or request supplemental reports submitted for the board's review before determining a finding. The involved employee will be notified of the review board findings.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges, or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, witness and officer statements, any legal requirements, department policies, procedures, and approved training related to facts.

Pasadena Police Department

Policy Manual

Use of Force Review Boards

The review board does not recommend discipline. If there appears to be policy violations or conduct concerns, the incident will be referred to the Professional Standards Unit for a personnel investigation. Any questioning of the involved employee conducted by Administrative Services personnel will be in accordance with the department's disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement, and any applicable state or federal law.

The board shall make the following recommended findings:

- (a) Reasonableness of force
- (b) Department policy and procedure compliance
- (c) Findings, and recommendations as deemed necessary, related to incident supervision, training considerations, and training.

The Chief of Police Shall evaluate the recommendation and make a final determination as to whether the employee's actions were within policy and procedure and whether any additional actions, investigations, or reviews are appropriate. The Review Board's final findings will be forwarded to the Administrative Services Section for appropriate action.

Foot Pursuit Policy

458.1 PURPOSE AND SCOPE

Foot pursuits are inherently dangerous and require common sense, sound tactics and heightened officer safety awareness. This policy sets forth guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot by balancing the objective of apprehending the suspect with the risk of potential injury to the officer, the public or the suspect.

458.1.1 POLICY

It is the policy of this department when deciding to initiate or continue a foot pursuit that officers must continuously balance the objective of apprehending the suspect with the risk and potential for injury to department personnel, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances. Absent exigent circumstances, the safety of department personnel and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department personnel.

458.2 DECISION TO PURSUE

Officers may be justified in initiating a foot pursuit of any individual the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity shall not serve as the sole justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits potentially place department personnel and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to pursuit based upon the circumstances and resources available, such as the following:

- (a) Containment of the area.
- (b) Canine search.
- (c) Saturation of the area with patrol personnel.

Pasadena Police Department

Policy Manual

Foot Pursuit Policy

- (d) Aerial support.
- (e) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the pursuit.

458.3 GUIDELINES FOR FOOT PURSUIT

Unless the officer reasonably believes that exigent circumstances exist (e.g. a serious threat to the safety of personnel or members of the public), officers should consider alternatives to engaging in or continuing a foot pursuit under the following conditions:

- (a) When directed by a supervisor to terminate the foot pursuit. Such an order shall be considered mandatory
- (b) When the officer is acting alone.
- (c) When two or more officers become separated, lose visual contact with one another, or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.
- (d) The officer is unsure of his/her location and direction of travel.
- (e) When pursuing multiple suspects and the pursuing officers do not reasonably believe that they would be able to control the suspect should a confrontation occur.
- (f) When the physical condition of the officers renders them incapable of controlling the suspect if apprehended.
- (g) When the officer loses radio contact with Communications Section or with backup officers.
- (h) When the suspect enters a building, structure, confined space or a wooded or otherwise isolated area and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the pursuit and coordinating containment pending the arrival of sufficient officers.
- (i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.
- (j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.
- (k) The officer loses possession of his/her firearm or other essential equipment.
- (l) The officer or a third party is injured during the pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.
- (m) The suspect's location is no longer definitely known.

Pasadena Police Department

Policy Manual

Foot Pursuit Policy

- (n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department personnel or the public if the suspect is not immediately apprehended.
- (o) The officer's ability to safely continue the pursuit is impaired by inclement weather, darkness or other conditions.

458.4 RESPONSIBILITIES IN FOOT PURSUITS

458.4.1 COMMUNICATIONS SECTION RESPONSIBILITIES

Upon being notified or becoming aware that a foot pursuit is in progress, communication personnel shall, as soon as practicable, notify the field supervisor and provide available information. Communications Section personnel are also responsible for the following:

- (a) Clear the radio channel of non-emergency traffic.
- (b) Repeat the transmissions of the pursuing officer as needed.
- (c) Relay all pertinent information to responding personnel.
- (d) Contact additional resources as directed by a supervisor.
- (e) Coordinate response of additional resources to assist with the foot pursuit.

458.5 REPORTING

The initiating officer shall complete the appropriate crime/arrest reports documenting, at minimum, the following:

- (a) The reason for initiating the foot pursuit.
- (b) The identity of involved personnel.
- (c) The course and approximate distance of the pursuit.
- (d) Whether a suspect was apprehended as well as the means and methods used.
 - 1. Any use of force shall be reported and documented in compliance with the Department Use of Force Policy.
- (e) Any injuries or property damage.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

In any case in which a suspect is not apprehended and there is insufficient information to warrant further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

458.6 REFERENCE

See PPD Procedure Manual 458p.

Pasadena Police Department Air Operations Section

Foot Pursuit/Containment Training

Class Syllabus

Learning Goals

- Better understanding of containment techniques and options
- Improve communications before, during and after an incident occurs
- Decision making - Improve officer safety tactics through option evaluations
- Increase apprehensions (chase to contain, chase to apprehend, controlled searches)
- Risks verses Gains
- What are the incident objectives?

Apprehending Fleeing Suspects

- Introduce book *Apprehending Fleeing Suspects* by LAPD Officer Jack Schonely
- The choice to chase or contain a suspect can be instrumental in the outcome

Foot Pursuit vs. Containment – Decision Factors

- Nature of the crime
- Public safety threats or risks
- Personal safety verses protect the public
- Armed and/or number of suspects
- Location of the foot pursuit – officer and suspects' familiarity with the area
- Time of day (hours of darkness)
- Factors that might contribute to suspect's actions (age, criminal history, past contacts)
- Physical fitness of the officer
- Available resources
- Communication and possible limitations
- Analyze and pre-plan singular and multi-officer options and course of action (Ongoing)
- Is the plan viable, strategic, and adaptable to varying situations (What if?)

Decision to Pursue

- Communication is the key to success
- Knowledge of the area
- Know your limitations and vulnerabilities
- Officer safety first – Potential consequences of partners splitting-up
- Decision to pursue/capture verses risk to public and law enforcement

Decision to Contain/Perimeter Considerations

- Timely decision (reassess as incident evolves)
- Systematic approach considering resources, containment area/terrain, and Air Unit's availability and ETA to scene
- Communication considerations for car radio & portable
- Size of containment – should be commensurate with the crime/incident
- Attempt to limit suspect options
- Two officer containments – points to consider – safety considerations
- Line of sight, pursuit and containments
- Evaluate evolving danger signs

Suspect Tactics

- Two kinds of suspects – “runners” and “hidiers” (from research)
- “Hiders” – any age, typically overweight, poor physical fitness, injured or disabled
- “Hiders” typically run three to seven yards before “going to ground”
- “Runners” – typically young (late teens to early 30's), in good physical condition, familiar with the area, and they utilize known area or rehearsed escape routes
- “Runners” will run until confronted (or perceive they are about to be confronted) and require larger containments.

Suspect Trends

- Run until confronted (or the perception of being confronted)
- Often will take path of least resistance (this can vary with fitness of suspect)
- Run straight through the block in an attempt to escape area before containment fully established
- Double backs
- Use of alleys, highways and embankments
- Parked vehicles (under, inside, or access to car to leave the area)
- Large County drainage pipes (washes)
- (Consider discard areas) May look for discard area for weapons before bedding down

Means to Exit Containments

- Change of appearance
- Blending in with the crowd
- Calling associate to pick them up in previously uninvolved vehicles (Pay attention to vehicles that may be circling the area.)
- Suspect cell phone usage (potential evidence)
- Bolting out from hiding place if there appears to be opportunity

Common Hiding Places

- Bedding down in shrubbery and trees (Remember to look up!)
- Trash cans
- Under, inside and between houses (listen for barking dogs)
- Anywhere else a suspect can squeeze into – think creatively, like a suspect

Responding Units

- Communication between responding personnel and dispatch
- Coordinate, prioritize actions, and verbalize public safety issues to increase overall awareness, as deemed appropriate
- Drive safely – you can't help anyone if you don't get there!
- Know your role
- Get out of vehicles upon arrival and stay engaged
- Use lights tactically
- Consider apprehension tactics
- Use of force options
- Police canine usage

Working With Airborne Units

- Location last seen.
- Direction of travel and time delay.
- Suspect description.
- Tactical decision making.
- Updated intelligence
- What to do after the containment is set.

Perimeter Management

- Command post locations
- Resource Management
- Staging locations for law enforcement and fire personnel
- Media and public notification options (Nixle)
- Tactical Debrief

Question and Answer Session

Review and class conclusion

** Photos and videos (practical examples) are used throughout the class to reinforce concepts and learning points.*

** Concepts consistent with LASD Split Second Decision handout "The dynamics of the chase in today's society", copyright 2010.*

Code Three Responses

316.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

- (a) It is the policy of the department to authorize the operation of a police vehicle under Code-3 conditions:
1. When in direct pursuit of a suspected law violator
 2. When an accelerated response is justified by the potential for preservation of life
 3. When an officer is in need of emergency assistance.
 4. When the accelerated response, or the totality of the circumstances so warrant, the officer shall broadcast the he or she is responding Code 3.

316.2 RESPONSE TO CALLS

Officers dispatched "Code-3" shall consider the call an emergency response and proceed immediately. Officers responding Code-3 shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light, and shall sound the siren as reasonably necessary pursuant to Vehicle Code § 21055.

Responding with emergency light(s) and siren does not relieve the officer of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Officers should only respond Code-3 when so dispatched or when circumstances reasonably indicate an emergency response is required. Officers not authorized to respond Code-3 shall observe all traffic laws and proceed without the use of emergency lights and siren.

316.3 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. In any event, where a situation has stabilized and emergency response is not required, the requesting officer shall immediately notify Communications Section.

If circumstances permit, the requesting officer should give the following information:

- The unit number
- The location
- The reason for the request and type of emergency
- The number of units required

Pasadena Police Department

Policy Manual

Code Three Responses

316.3.1 NUMBER OF UNITS ASSIGNED

Normally, only one unit should respond to an emergency call Code-3 unless the Watch Commander or the field supervisor authorizes an additional unit(s).

316.4 INITIATING CODE 3 RESPONSE

If an officer believes a Code-3 response to any call is appropriate, the officer shall immediately notify Communications Section. Generally, only one unit should respond Code-3 to any situation. Should another officer believe a Code-3 response is appropriate, Communications Section shall be notified and the Watch Commander or field supervisor will make a determination as to whether one or more officers driving Code-3 is appropriate.

316.5 RESPONSIBILITIES OF RESPONDING OFFICER(S)

- (a) Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Officers shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.
- (b) The decision to continue a Code-3 response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify Communications Section. An officer shall also discontinue the Code-3 response when directed by a supervisor.
- (c) Upon receiving authorization or determining a Code-3 response is appropriate, an officer shall immediately give the location from which he/she is responding.
- (d) Officers shall immediately discontinue Code-3 operation when notified by a supervisor whether directly, or through dispatch.

316.6 COMMUNICATIONS RESPONSIBILITIES

A dispatcher shall assign a Code-3 response when an officer requests emergency assistance or available information reasonably indicates that the public is threatened with serious injury or death and immediate police response is needed. In all other circumstances, the dispatcher shall obtain authorization from the Watch Commander or a field supervisor prior to assigning units Code-3. The dispatcher shall:

- (a) Attempt to assign the closest available unit to the location requiring assistance
- (b) Immediately notify the Watch Commander
- (c) Confirm the location from which the unit is responding
- (d) Notify and coordinate allied emergency services (e.g., fire and ambulance)
- (e) Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated

Pasadena Police Department

Policy Manual

Code Three Responses

- (f) Control all radio communications during the emergency and coordinate assistance under the direction of the Watch Commander or field supervisor
- (g) Officers should only be directed to respond Code 3 for medical emergencies when the response is likely to be shorter than paramedic personnel, and the emergency is life threatening.
- (h) If a dispatcher determines that Pasadena Fire Department is on scene during a medical emergency incident, then dispatcher will cancel the police Code 3 response.

316.7 SUPERVISORY RESPONSIBILITIES

- (a) Upon being notified that a Code-3 response has been initiated, the Watch Commander or the field supervisor shall verify the following:
 - 1. The proper response has been initiated
 - 2. No more than those units reasonably necessary under the circumstances are involved in the response
 - 3. Affected outside jurisdictions are being notified as practical
- (b) The field supervisor shall monitor the response until it has been stabilized or canceled and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned a Code-3 response, the supervisor may do so.
- (c) It is the supervisor's responsibility to cancel a Code-3 response that, in his/her judgment is inappropriate due to the circumstances.
- (d) When making the decision to authorize a Code-3 response, the Watch Commander or the field supervisor should consider the following:
 - 1. The type of call
 - 2. The necessity of a timely response
 - 3. Traffic and roadway conditions
 - 4. The location of the responding units
 - 5. Supervisors may authorize police units to respond Code 3 or direct them to abort their Code 3 response based on the circumstances of each incident. Added risk to the officers and to the public by the Code 3 response should constantly be weighed against the advantages of faster response. A Patrol Supervisor, or if one is available the Watch Commander, shall acknowledge and monitor Code 3 responses.

316.8 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the officer must cancel the Code-3 response and respond accordingly. In all cases, the officer shall notify the Watch

Pasadena Police Department

Policy Manual

Code Three Responses

Commander, field supervisor, or Communications Section of the equipment failure so that another unit may be assigned to the emergency response.

316.9 REFERENCE

See also PPD Policy Manual Section 314 for additional vehicle operation requirements.

MEMORANDUM – City of Pasadena
Police Department
 October 11, 2012

TO: File

FROM: Darryl L. Qualls, Deputy Chief
 Administrative Services Division

RE: Use of Force Review #

FINDINGS:	RECOMMENDATIONS
<input type="checkbox"/> In Policy	The actions under review were within policy. No further action is warranted.
<input type="checkbox"/> Out of Policy	The actions under review were recommended for further action. The investigation is referred to the Professional Standards Unit.
<input type="checkbox"/> Referred to Professional Standards for training tactics and equipment.	The actions of the employee (s) will be forward to the Training Unit for review of training tactics and/or equipment.

Comments:

 Phillip L. Sanchez, Chief of Police

 Darryl L. Qualls, Deputy Chief