

# Camarillo Police Department

## CADET MANUAL



## Table of Contents

<b>Table of Contents.....</b>	<b>1</b>
<b>General Guidelines.....</b>	<b>2</b>
<b>Collision Documentation .....</b>	<b>3</b>
<b>Issuing Citations.....</b>	<b>4</b>
<b>Electronic Citation Process.....</b>	<b>5</b>
<b>Chalking.....</b>	<b>7</b>
<b>Viewing Citations.....</b>	<b>9</b>
<b>Unattended Vehicles.....</b>	<b>9</b>
<b>Oversized Vehicles .....</b>	<b>10</b>
<b>Non-Motorized Vehicles .....</b>	<b>11</b>
<b>Abandoned Vehicle Hotline .....</b>	<b>11</b>
<b>Towing Procedure.....</b>	<b>12</b>
<b>Mail Run .....</b>	<b>13</b>
<b>Property/Evidence .....</b>	<b>14</b>
<b>City Hall Details.....</b>	<b>15</b>
<b>Maintenance and Rotation of the Stations’s Vehicles.....</b>	<b>16</b>

## **General Guidelines**

### **Duty Hours**

Cadets will work 20 or 40 hours per week (depending on hire conditions) and shall work the days and times indicated on the schedule provided by the Traffic Bureau Supervisor. Changes in the work schedule must be approved by the Traffic Sergeant or the Traffic Senior Deputy. All flex requests or unscheduled variations in hours shall be e-mailed to the Traffic Sergeant or Senior.

### **Reporting for Duty**

All cadets shall report for duty at or immediately prior to their scheduled duty time. All cadets will go 10-8 on the radio when they leave the station. At the end of their shift, cadets will go 10-7 on the radio.

### **Dress**

Unless a change has been authorized by a Traffic Sergeant, cadets shall wear the field uniform during normal work hours and all other assignments. The Field Uniform shall consist of approved shirts, green trousers, black shoes or boots, trouser belt, and approved jacket. A duty belt may be worn but is not required. If working inside the station only, cadets may wear business attire in lieu of their uniform at the direction of the supervisor.

### **Activity Reports/Paperwork**

All cadets will complete a Traffic Cadet Patrol Log for each day they work and engage in patrol related duties. This does not include pre-planned non-patrol events (i.e. the Christmas Parade, the Street Fair, etc...) and special overtime details: such as city hall related duties and call-outs.

All unattended vehicle tags will be entered into the cadets' database at the end of shift. All paperwork, reports, and documentation will be completed and submitted prior to the end of shift. If a cadet is delayed due to a call or other circumstance, the paperwork shall be completed and submitted prior to leaving the station the next morning. Permission to pend paperwork may also be granted by the Traffic Sergeant or Senior.

### **Duties**

Cadets are responsible for the following duties:

- parking enforcement,
- abandoned vehicle abatement (including complaints, pro-active patrol, and Abandoned

Vehicle Hotline complaints),

- Scan and email manually written citations with photographs to Data Ticket on a weekly basis.
- assist deputies in their official duties as required/requested,
- document collisions,
- the Mail Run (both city and county), and
- the Property Run.

### **Calls**

Cadets will generally not respond to calls unless requested by a deputy or dispatched. In the event a cadet is available, a cadet may self-dispatch for traffic collisions, traffic hazards, and disabled vehicles. Cadets shall exercise good judgment when responding to calls with respect to their safety. If a cadet is not trained to handle a situation, or the situation seems unsafe, the cadet should advise Sheriff's Dispatch they are unable to respond.

### **Areas of Enforcement**

- All public highways within the city limits.
- All public properties (i.e. parks, public schools, etc.) within the city limits.
- All private property complexes under resolution by the city for vehicle code enforcement. Such complexes must have a sign erected at all entrances stating to the effect "PRIVATE PROPERTY - VEHICLE CODE ENFORCED" (see exhibit B). Without proper signage, we will not provide parking enforcement. **Signage and resolutions do not affect enforcement of VC 22507.8 (disabled parking), and VC 22500.1 (fire lane) SO PLEASE WRITE THESE PARKING TICKETS.** Abandoned vehicles on private property are ordinarily the responsibility of the property owner, in extenuating circumstances contact your supervisor.

### **Method of Enforcement**

Personal safety is most important and needs to be your first concern. You will notify Sheriff's Dispatch via the radio of any parking enforcement by broadcasting the license plate of the vehicle and your location. An example of the correct radio transmission is: "Station One 8P1" (wait for acknowledgement), then "10-6 parking enforcement on (license plate #) at 2400 Pickwick Ave."

Cadets shall enforce all violations of parking ordinances of the City of Camarillo using reasonable discretion as directed by the Traffic Senior Deputy or Traffic Sergeant.

If a vehicle is occupied, the cadet need not advise the person to move the vehicle before issuing a citation. However, a cadet shall weigh the nature of the violation against any extenuating circumstances to determine whether the violation could be better addressed by a warning or citation. A cadet is not required to issue warnings in lieu of citations.

If a vehicle is disabled, it shall not be cited. If a disabled vehicle is unoccupied and blocking traffic, the cadet shall wait a reasonable amount of time for the owner to return, or attempt to locate the owner, before towing it. If the vehicle is clearly in violation of an ordinance or Vehicle Code (VC) section, the vehicle may be cited.

## **Collision Documentation**

Cadets and Sheriff's Service Technicians (SSTs) shall **only** document traffic collisions after attending the Basic Traffic Collision Investigation Course. Cadets shall document the collisions as outlined in the California Highway Patrol (CHP) State Wide Integrated Traffic Records System (SWITRS)/Collision Investigation Manual (CIM).

### **Non-Injury Collisions (10-48s)**

Cadets and SSTs can document all 10-48s.

### **Injury Collisions (10-49s)**

Cadets and SSTs may only document 10-49s when there are no subjects transported away from the scene by ambulance due to collision related injuries. In the instance a subject is transported by ambulance for a non-collision related medical event, cadets may document the 10-49.

### **Hit-and-Run Collisions**

Cadets and SSTs may document hit-and-run 10-48s and 10-49s subject to the same guidelines as above. If the other party returns to the scene, the cadet documenting the incident may take their statement and document the collision as a hit-and-run crime has not occurred.

In the event a suspect can be identified, the cadet documenting the collision **shall not** make any attempt to contact a suspect. The Traffic Senior Investigator coordinates all hit and run follow ups. The collision report with suspect information should be forwarded to a traffic investigator for follow-up, after consulting with the Sr. Traffic Investigator.

## **Issuing Citations**

Cadets shall generally issue parking citations utilizing the electronic citation system, provided by Data Ticket. This system automatically uploads citation information and supporting photographs directly to Data Ticket. Refer below to Electronic Citation Process for more information. If the electronic citation system is not working, parking citations may also be manually written utilizing the Camarillo City approved parking citation form.

- All citations shall be filled out **completely**.
- Do not issue multiple citations for the same vehicle at the same time. You may list two or more violations on the same parking citation. If two or more violations apply to one vehicle for the same action, it is preferred that you use the most appropriate section. (i.e., if a vehicle is parked in a disabled person's parking stall, thereby blocking the space and/or ramp, do not issue a citation for both blocking a disabled person's parking stall, and being parked in the disabled person's parking stall.)
- Only cite for parking violations approved by the city of Camarillo. If you locate a vehicle in the city that is in violation of a California Vehicle Code parking section, but is not on the city approved parking citation, do not write it in on the Camarillo parking cite. Any parking violations that are not approved by the city, need to be placed on a Notice to Appear citation per 40001 (owner responsibility) and sent to Ventura courts. Obviously only deputies may fill out the Notice to Appear citations, so Cadets will need to contact a traffic deputy if there is an immediate need to fill out this parking citation, then the deputy will evaluate the situation and fill out the cite if appropriate.

- Violator's copy (with card stock) shall be left securely attached to the vehicle in a conspicuous location (e.g., under the windshield wiper or in a high-visibility envelope).
- The remaining part (gold station copy) of a parking citation shall be turned in at the end of shift after entering the citation information into the database.
- Cadets shall not void or pull a citation after issuance. If the cadet feels a parking ticket should not have been issued, then discuss it with a supervisor. Mistakes shall be corrected on the original citation, and an amendment shall be mailed to the registered owner.
- If a vehicle drives off before a citation is served, or the cadet feels that it is unsafe to serve the citation, a citation shall be mailed within 5 business days to the registered owner. The citation shall be accompanied by a notice of mailed citation.
- Record the last 4 digits of the Vehicle Identification Number (VIN), or the whole VIN if there are no plates. If the VIN is covered, write "covered." If you cannot locate or read the VIN, write "UTL" or "UTR" respectively.
- The year is not required to be recorded when it is not available to you. The 10<sup>th</sup> digit of the VIN is the year of the vehicle. (See exhibit).
- Make any necessary notes on the reverse of the gold copy in pencil.
- Photograph the relevant aspects of the parking violation and save it in the "Cadet Citation Photos" file on the common network drive (G:\CamTraffic\CADET CITATION PHOTOS) using the license plate number as an identifier.
- All paper citations and supporting photographs will be scanned and emailed to [ParkingCites@DataTicket.com](mailto:ParkingCites@DataTicket.com) on a weekly basis. Put two citations on each scan and in the email subject line write "Camarillo Parking Citations".

### **Electronic Citation Process**

Turn on tablet with button on upper right side, tap on screen then "swipe to unlock". Tap the red & black circular logo on the screen, log on screen will appear. Tap username, a list of available logins will be displayed, select your name and then enter your 4 digit VSO ID number in the "password" field, then select sign in. To create a citation, tap the "+" (plus sign) in the upper right corner, this will take you to the citation screen.

The citation number is automatically assigned. The date is obtained from the system and **cannot** be amended. The time is updated when the citation is printed.

The application (app) will then guide you through the citation entry section by highlighting mandatory fields from top to bottom, beginning with the plate field. Once the plate is entered, the green highlight will move down to the next field until all mandatory fields are entered. Once each mandatory field is populated, the print button will become highlighted. Attempting to print before all mandatory fields are populated will present an error message indicating which field(s) still need to be completed before printing is allowed. Tapping inside any field will bring up an interactive menu for each selection. Refer to the following field descriptions for additional information:

*Plate:* Tap the "Plate" field and manually enter the plate number or you can tap the LPR (license plate reader) option, which will bring up the camera which you can use to scan the license plate. The software will detect the plate number and populate the plate field automatically. If any information on the vehicle was found in the Data Ticket database, that information will populate the "Make", "Color," "Body", and "Model", if not, that information will have to be entered manually.

**Only one photo is saved from the LPR function** so all other photos must be taken with the photo button at the bottom of the screen.

**VIN Number:** Selecting the “VIN Number” field, you may enter the VIN number, although it is not mandated to input the entire VIN unless there is no valid plate available. However you should at least provide the last four numbers of the VIN, unless no VIN is visible. If no VIN is visible you may tap the “No Vin” button. Do not type in anything else.

**Expiration:** This field is where you input the vehicle registration expiration date. Tapping in this field will bring up a dialog window that allows you to pick the month and year of the registration tabs. If you are unable to locate the expiration date you may tap the “**No Exp**” button.

**Beats:** By tapping this field, a drop down window will appear with all Beats and RDs for the city of Camarillo. Select the appropriate option. If you wish to enter the Beat/RD at the end of shift see \*\*

\*\* Login to the Data Ticket Website at <https://www.dataticket.com/agency-login.aspx?ut=1>, enter user name and password, and click on “Citations” at the top of the screen. Then from the drop down window, select “Edit Citation”. Enter the required citation number in the highlighted field and click “Search”. You will now see the detail that is editable. You can select the beat from the dropdown menu. Give a short description of the change (i.e. add beat and RD) and click “Save”.

The screenshot displays the CPC CITATION PROCESSING CENTER interface. At the top, there is a navigation bar with 'Home', 'Search', 'Citations', and 'Reporting' tabs. A 'Quick Search' field is present, along with a 'Go' button and a user profile for 'Carla Andrade' with a 'Sign Out' link. A dropdown menu is open under 'Citations', showing options: 'Citation Detail', 'Edit Citation', 'Add Note', and 'Attachments'. Below this is an 'Advanced Search' section with various input fields: Citation Number (highlighted in yellow), License Plate, Citizen's Name, \* Citation Start Date, Notice Number, State (set to California), Driver's Lic #, \* Citation End Date, Case Number, VIN Number, Location, and \* Balance Owed (with a 'Select Answer' dropdown). A 'Search' button is at the bottom left, and 'Scofflaw \*\*\*', 'Update Scofflaw', 'Hot Sheet \*\*', and 'Reset' buttons are at the bottom right. Footer text includes '© 2019 Citation Processing Center. All Rights Reserved', 'ClientServices@DataTicket.com', '1-888-752-0512', and 'Mission Statement'.

**Make, Color, Body, & Model:** If the vehicle plate was not found in a database, you must manually enter the data by tapping each field (Make, Color, Body & Model) and select the appropriate information from each drop down window. The “Model” field is not a mandated so no information is required.

**Location:** Tapping on the “Location” field will bring up a drop down menu that allows you to enter both the street and/or block number. If a street is not listed in menu you may free-type the location in the box above the menu. Use the red number buttons to enter the street number or general block number. If adding only the block number, tap the “Blk” button at the right of the red numbers to add the work “BLOCK” to the end of the number. When done click the “Save”

button.

You may also use the “📍” (GPS) button to the far right of the red number field to automatically have the location populated via GPS locator. Verify that the GPS locator gave the correct location.

Violation(s): Tap the “Violation 1” field to select from a list of preset violations. If you wish to change the violation, you may tap the same violation field and reselect a violation from the list. Tapping the “X” button to the side of the violation field will simply clear the field, requiring you to reselect a new violation.

Violations must be selected in order, (i.e. violation 1, violation 2, etc...). You will only be allowed to clear violations in the order in which they are added. For example, if you have three violations selected, you must first clear violation 3 before you will be able to clear violation 2.

When you have selected your violation(s), the “**Total Due**” will be updated at the bottom of the screen.

Comment(s): Tapping this field will bring up an interactive window that allows you to either select from a list of present comments as well as free typing any comments you wish. Once finished, click the save button to return.

Photos, Videos, Audio: At any time during the citation process, you may tap on the “Photos,” “Videos,” “Audio” or “Hidden Comment(s)” fields. The “**Photos**” button will bring up the camera and allow you to take photos, likewise with the “**Videos**” and “**Audio**” buttons. Tapping the “**Hidden Comments**” field will bring up a dialog window allowing you to free type comments that **will not** be visible on the citation. These comments are only visible to Data ticket staff and our agency on the Data Ticket website. Photos, video and audio may be added to a citation that has already been issued and printed, so long as the citation hasn’t been uploaded. To add media click the citation number in the list of issued citations and continue to capture the media.

Warning: By tapping this field, the “**Total Due**” will zero out and allow the citation to be printed as a “Warning”. This is used to tag abandon vehicles parked over 72 hours. The citation will still be printed up to be placed on the vehicle, but no fee will be due. An addition warning should be printed for following up on tagged abandon vehicles.

Fled: If a vehicle has fled the scene, you may tap the “Fled” button to indicate this action. The citation will not print, but the information will upload to data ticket.

Clear All: If you decide to delete a citation, this button will clear all data and also any captured media.

Printing: Once all mandated fields have been populated, the “Print” button will become highlighted.

## **Chalking**

“Chalking” in this document refers to the marking of a vehicle’s tire with either chalk or a lumber crayon. Per Sheriff’s Policy 507, a visible “chalk” mark should be placed on the left rear tire tread at the fender level unless missing tires or other vehicle conditions prevent marking. Any deviations

from this chalking location shall be noted on the “Unattended Vehicle” notice or on the electronic warning. A photograph of the chalked tire should be taken and uploaded for verification prior to citing/towing.

From the main screen of the electronic tablet, “chalking” can also be accomplished by touching the 3 dots in the upper right corner of the screen and select “**Chalk**”. Once you have completed the information for chalking a vehicle, (Plate, location, violation) touch the ☺ in the upper right corner of the screen to add the digital chalk to the database. Even if a cadet chooses to create an electronic “chalk” mark, a manual chalk is still required.

Valve Position: Select the button to set the position of the valve stem on the tire that you are chalking. Once you have selected the valve position, press the “Save” button. If you do not use the valve stem option a default of 90 degrees will be used. Using the valve position in the app is optional for marking the tires.

Even though the app can track the valve position, it is still mandatory to chalk the tire with crayon by horizontally marking across the tread just below the fender. A photo of the chalk mark should be taken to add proof that the vehicle was indeed chalked in the location specified.

Duration: Each violation is given a default value for the duration of the chalk expiration. You may manually change this value at any time by selecting the “**Duration**” button and choosing the appropriate time duration. . The maximum chalking value is 72 hours (4320 minutes)

Once you have finished entering the mandatory fields and optional photos/valve positions/duration adjustments, you may press the “**Add Chalk**” button to add the record to the online database. This database is shared amongst the other cadets so they are able to see where their colleagues have chalked in real time. At this time, a “warning citation” should be generated and left on the vehicle.

Clear: This button will clear all the data in the previously listed entry fields. Vehicle chalking records appear at the bottom of the chalking screen. Vehicles listed in **black text** have been added to the chalking database and are currently **not** in violation of the chalking duration. Vehicles listed in **red text** are currently in violation of the chalked duration and are eligible to be issued a citation. Vehicles listed in **green text** have been chalked and have been issued a citation.

When you click on a vehicle in the chalking database, it will load its information into the proper data fields on the screen. If the vehicle is in violation and is due for a citation, the “**Add Chalk**” button will become green and will say “**Issue Citation**”. Pressing the Issue Citation button will prompt again to verify that you wish to issue a citation.

A vehicle plate may only be added to the chalking database once to avoid duplicate entries. If you attempt to add the same plate twice, it will instead display the information that is already held in the chalking database.

You may also search a vehicle plate directly by entering the plate and clicking the “**Search**” button to the right of the plate field. If the vehicle plate is in the chalked database, it will display the information just as if the vehicle was selected straight from the database.

When you decide to issue a citation from the database, you will be sent to the citation issue screen.

The information that was provided when chalking the vehicle will be automatically appended to the citation, including any photos taken. The only remaining information required will be the vehicle license plate expiration and VIN. Take additional photos of the tire markings to prove that the vehicle has not been moved since the original chalking.

### **Viewing Citations:**

From the Main Menu screen below “Issued Citations” you will see all citations written since the last time you uploaded your citations. If a citation number appears in red, it means that this citation was not successfully printed. If a citation was not printed, it will not be sent (except ones marked as “Fled”). If it shows up in the green, it was successfully printed and ready to be sent. If the citation number shows up in gray, it is voided citation.

If you would like to print an exact image of the actual ticket, select the citation with a tap and hit the “**Printer Icon**”. If you just want to look at a citation, simply tap on the citation and all the information on that will be displayed. No fields will be editable, with the exception of the hidden comments, which is the very last field.

Void Citation: To void a citation simply tap on the citation and hold for “2 sec”. The citation will be highlighted and a check mark will appear in the upper left corner. Tap the “X” icon. You can choose a void reason from the drop down menu. The action of picking a void reason, will flag this citation as a voided and it will show in the list as gray.

Undo Void: To undo a void select, tap and hold the citation and the icon will appear with a horizontal strike thru. If you undo a void on a citation that was previously unprinted, it will return to unprinted status and will still need to be printed in order to be uploaded.

Reissue a Citation: Reissuing a citation is the same as voiding a citation except you will select the “Reissue” button. Once you click “Reissue” you need to select a reason for the reissue. After selecting the reason, you will be taken to the issue citation screen with all the information from the voided citation filled in and with a new citation number.

Sending Citations: From the main menu, tap the setting menu (3 vertical dots). Then tap on “**Send Media**”. Any citations that had not been printed will **NOT** be sent (except those marked as “**Fled**”). Please allow 7-10 minutes for the sending to be completed, even if it looks as though it completed immediately. **DO NOT SWITCH THE DEVICE OFF.**

### **Unattended Vehicles:**

#### **Areas of responsibility for unattended vehicles:**

- Cadets will process all unattended vehicle warnings for the City of Camarillo, and maintain the unattended vehicle file.
- Cadets will tag, cite and tow (with supervisor’s approval for 7 day Metrolink violations) all unattended vehicles, as the law allows, within the city limits.

Cadets shall conduct proactive enforcement of abandoned/stored vehicles using their discretion based upon probable cause. Abandoned Vehicle Hotline calls and other complaints shall be handled in the same manner. A vehicle on a public roadway shall not be tagged until it has been parked for at least 72 hours, unless directed by a supervisor. Similarly, vehicles parked less than

7 days in the Camarillo Metrolink parking lot shall not be tagged until it has been parked for at least 7 days, unless directed by a supervisor.

Vehicles that do not appear abandoned or stored for a long period (filthy, debris under tires, cobwebs) should not be tagged except when:

- The person in control of the vehicle is a habitual violator.
- A supervisor orders the vehicle to be tagged.
- The Reporting Party advises the vehicle has been parked for more than 72 hours, or 7 days in the Metrolink parking lot, without moving.
- The vehicle has been in a traffic collision or appears inoperative.
- Complaints about the vehicle have been received.

When responding to an unattended vehicle complaint on the roadway, only tag the vehicle if you see signs it has not been moved recently. Otherwise, mark the tires and return in 72 hours then tag it if it has not moved.

Every attempt should be made to follow up on a 72 hour/7 day violation within the timeframe. No citation may be issued until the initial 72 hours or 7 days have elapsed. After the vehicle has been tagged and then cited, a vehicle may be towed from the roadway after a period of 7 days. More time should be allowed if the vehicle is parked in front of, or very near, the address it is registered to, or other circumstances warrant waiting. Vehicles left unattended in the Metrolink parking lot shall be tagged, then cited, but may only be towed from the lot with supervisors' approval.

### **Inquiries regarding tagged vehicles**

Persons contacting this department regarding the tagging of their vehicle should be advised to remove the vehicle from the street thus terminating the tow process. If the person has further questions, they should be directed to contact the Traffic Bureau during normal working hours.

### **Issuing Abandoned Vehicle Warnings**

Warnings are issued to vehicles that have been unattended for at least 72 hours. See "Warnings" in the Electronic Citations section.

- Visibly chalk the vehicle's tire per this policy.
- Photograph chalked tire prior to citing/towing.
- After 72 hours (or 7 days for the Metrolink) if the vehicle has not been moved then a citation should be issued.

### **Oversized Vehicle Ordinance-11.20.220 CMC**

The intent of this parking ordinance is to prevent owners from storing their oversized vehicles (RVs, motorhomes) on the public street. It is enforced largely on a complaint driven basis. More discretion should be used when proactively enforcing this section. This section is enforceable between 10AM and 4PM on weekdays, including holidays.

Whenever possible, attempt to give a verbal warning prior to writing this type of citation. Vehicles that display an expired permit may be cited if there was a complaint about the vehicle, or the cadet knows and can articulate that the vehicle is being stored, has been parked for an extended period of time, or the owner is flaunting the ordinance. If a vehicle displays a falsified or counterfeit permit, a citation may be issued immediately.

If an oversized vehicle needs to be towed, the “Towing Abandoned / Dilapidated Oversized Vehicles” Camarillo SOP will be followed.

### **Non-Motorized Vehicles-11.20.230 CMC**

Non-motorized vehicles such as camping trailers, utility trailers and cargo trailers are not allowed to be parked on the street in the same location for more than 24 hours. When a vehicle is first observed it should be marked and a photo taken, then after 24 hours it may be cited.

### **72 Hour & 7 Day Metrolink Parking Violations**

It is the Camarillo Traffic Bureau’s desire not to tow vehicles, but to have the owners of the vehicle voluntarily move them after warnings/citations. Refer to the Towing Procedure section below for the guidelines for the towing and storing of vehicles in violation of the 72 hour City of Camarillo ordinance (CMC 11.12.010) and 7 day Metrolink Parking (CMC 11.20.100). Refer to **Policy 507** of the Ventura County Sheriff’s Office Policy Manual for further details.

### **Abandoned Vehicle Hotline**

The Abandoned Vehicle Hotline shall be maintained by the cadets, who are responsible for recording and investigating the complaints. The hotline is a way for the public to ask the police to investigate a possibly abandoned/stored vehicle. One cadet will be in charge of the hotline and complaints so there is an on-going familiarity with the complaints that are received. The Traffic Sergeant or Sr. Deputy will decide who is to manage the hotline and may periodically rotate this task.

Generally, the cadet taking the calls should be the cadet who investigates the complaints; however, the cadet may delegate some complaints as necessary. Complaints should be investigated promptly, preferably the day they are received.

The hotline shall be checked every morning and all relevant information from the call shall be recorded in the Abandoned Vehicle Hotline Database.

Information that should be recorded includes, but is not limited to:

- vehicle description,
  - a. color,
  - b. year,
  - c. make,
  - d. model/body style,
  - e. license plate,
  - f. damage, cargo, contents, etc.
- location,
- duration of parking,
- RP info, and
- nature of the violation (e.g., unattended/abandoned, oversize vehicle) and any information as to why the caller knows it is abandoned, stored, etc.

Erase the phone message after collecting the information unless instructed otherwise by a supervisor. Each complaint entry in the **database shall be updated as it changes** and the

**disposition** given accordingly.

An attempt should be made to contact RPs who leave their contact information and indicate they would like contact. If additional information is needed, or it would be beneficial to provide the RP with a status report or other information, the RP should be contacted. Under no circumstances should an RP's identity or any indication thereof, be revealed to anyone outside the department. Cadets may tell a vehicle owner that there was a complaint, but shall refrain from giving any other information about the nature of the complaint.

**The registered owners' information is confidential and shall not be given to anyone outside of Law Enforcement personnel for official law enforcement business.**

Cadets shall tag every vehicle that they receive a complaint about when the RP indicates that the vehicle has been parked in excess of 72 hours and shows signs of not being moved recently. A complaint, unless shown to be unsubstantiated or part of an on-going neighborhood dispute, shall be construed as probable cause. Even suspect complaints shall be investigated in person to determine their veracity each and every time one is received.

If a cadet does not tag a vehicle, he/she shall provide substantive reasons why the vehicle did not need to be tagged and shall communicate this information to the RP, if possible. The disposition must also be recorded in the Abandoned Vehicle Database.

### **Towing Procedure**

- Complete a Vehicle Report (CHP 180) form per Sheriff's Policy 502.2.
- Check marks to ensure the vehicle has not been moved. If a vehicle has been moved the slightest distance, it may not be towed pursuant to VC 22651(k). A second citation may be issued 72 hours after the first citation and the vehicle has not been moved the required distance (2/10ths of a mile).
- Vehicles being towed for 72 hour parking or 7 day Metrolink parking violations, with vehicle registration information that returns clear and current, may be released in the field (no CHP 180 form) if the registered owner or agent is present and the vehicle can be moved. If the vehicle is loaded onto a tow truck and moved off of the public street the owner is responsible for tow company fees. If a vehicle is released in this manner, the vehicle owner is not absolved from citation fees. Call for a deputy to respond as this situation could escalate.
- Have the tow truck driver sign the tow report; give the yellow copy to the tow truck driver.
- Call Sheriff's Teletype and advise the vehicle descriptors for their CLETS entry. Write the ID number of the Teletype Operator on the original CHP-180 report then and put the original and remaining copies in the "IN" basket in the traffic office.
- Complete station portion of the abandoned vehicle tag with the RB number and enter this information in the abandoned vehicle tag database (if it was originally a complaint vehicle). It is important to always fill out the final disposition on the database so the Traffic Senior can look it up at a later time if necessary.
- Only vehicles that have not moved at all may be towed. Therefore, while a vehicle which moves less than 2/10ths of a mile may be cited under the city ordinance, it may not be

towed.

## **Mail Run**

The daily mail run involves picking up and delivering brown mail (inter-office mail) for the Camarillo Station, Major Crimes, Academy, the Air Unit, the High Tech Task Force (HTTF), and the Ventura County Deputy Sheriff's Association (VCDSA).

The cadet handling the Mail Run shall complete all aspects of the Mail Run, including to Ventura and Camarillo City Hall, unless he/she makes other arrangements with his/her partners.

Cadets are not responsible for delivering mail to individuals at other stations, *excluding* hand deliveries. Brown mail for locations other than Camarillo PD should be left in the tub for each station in the Sheriff's Personnel mail area, which is in the hallway outside of Records. Department deliveries will only be made at the direction of the assigned station managerial personnel. If a cadet cannot locate the person at the Camarillo Station to whom the mail is addressed, the cadet shall deliver the mail to the clerical supervisor.

If the Mail Run is combined with the Property Run, all outside (Major Crimes, Academy and Air Unit) locations shall be visited prior to loading evidence in the vehicle and after it has been deposited at the Property Room (or rejections returned to the station kicked evidence locker). While the Property Room is checking evidence in, the cadet may disburse the brown mail at HQ.

When making the Mail Run, cadets shall contact dispatch and advise that they are "10-6 Ventura." All other details to HQ shall be addressed as "10-6 to Station 1/HQ."

Special details should be completed at this time if possible. Dispatch should be advised if the cadet is making a stop at an unscheduled location (e.g., a business) or when en-route to a remote, non-standard location (e.g., Todd Road).

Cadets shall be responsible for mailing all certified letters (impound notices) on the day they are received. The Vehicle Code requires that impound notices shall be mailed within 2 business days, so cadets shall make every effort to mail them the day they receive them. Impound letters are placed in a tray on the cabinet where the mail baskets are in the admin office area. You will need to sign out petty cash from the Budget Assistant to take to the Post Office. Going to the Somis Post Office (3349 Somis Rd.) is usually the quickest and easiest, as it is less busy than the Pickwick Post Office. The business hours at the Somis P.O. are 0900 hrs. to 1600 hrs. When returning from the post office, give the cash register receipt and any change back to the Budget Assistant and give the Certified Mail tag to the front office staff.

**The Mail Run on paydays (every other Friday) and time card day (Wednesdays of non-pay day weeks) is time sensitive.** It is the cadet's responsibility to know which days are time-sensitive and to leave/return to the station in time to meet the deadline. Paychecks and paycheck stubs are picked up on the 3<sup>rd</sup> floor in the Sheriff Business Office. Paychecks are ready in the Business Office at 1330 hours, so on payday the mail run should be done later in the day so that you can arrive in Ventura when the checks are ready to be picked up. Paychecks for the Air Unit, HTTF, Academy, Major Crimes (includes Crime Analysis, Narcotics, Intelligence, and Special Services),

and Camarillo Station are picked up by the cadet and need to be delivered ASAP.

### **Timeliness**

The run should not be started until AFTER all reports are copied and ready to be submitted to Ventura Records. The cadet doing the Mail Run shall ensure that he/she is not leaving so early that Major Crimes, the Air Unit and Academy are unable to submit mail that day. Their brown-mail is usually ready after 0900 hours.

City Hall should be visited before 1130 hours. Any requests for petty cash reimbursement shall follow the established procedures set forth for ensuring chain of custody of cash. Cadets shall sign in/out cash as required and not leave it unattended at the recipient's desk/mailbox unless so directed.

### **Property/Evidence**

**Redacted for security purposes.**

### **City Hall Details**

Generally, Cadets are responsible for opening and closing the City Hall for certain meetings, such as the Pleasant Valley School Board, Dept. of Airports, etc.

The cadet duties are:

- arrive 15 minutes before the scheduled time,
- open and secure chamber doors (outside, inner, and restroom),
- turn on/off lights,
- open and secure side door (to small conference room),
- keep interior doors locked and City Hall secure, and
- give a copy of your overtime slip to the Traffic Sergeant or Senior Deputy for approval.

Cadets shall remain inside the building, either in the chamber itself, the foyer, or the conference room. If the cadet chooses to eat dinner while during a meeting, the cadet shall eat in the employee's break room and monitor the meeting in person or by TV if it is being broadcast.

In the event that a meeting goes late and the board goes into closed session in the administrative conference room after the public session is completed, the cadet will secure the building by locking the exterior and interior chamber doors and will leave **without** arming the alarms. The cleaning crew will alarm the building later in the evening.

Cadets must complete a Cadet Services Memo and leave it at the City Clerk counter before leaving. For overtime purposes, cadets shall be paid for 15 minutes before the meeting and 15 minutes after the meeting for transit/prep time.

### **Maintenance and Rotation of the Station's Vehicles**

The vehicle inventory for the Camarillo patrol station falls under the responsibility of the Camarillo Patrol Administrative Sergeant. A Camarillo Traffic Cadet is assigned to assist the Admin. Sergeant, who has designated the following tasks to the cadet:

- Making sure the necessary gear is stocked in the patrol cars (e.g. flares, fire extinguisher, etc.)
  - This cadet will also be responsible for monitoring the supply of extra fire extinguishers that are fully charged and designated for patrol. He/she will notify the Administrative Sergeant when the supply of spare extinguisher is low and the need arises for extinguishers to be refilled
- Facilitating repairs and exchange of equipment attached to the vehicles (e.g. ALPR, laptop computer, LoJack, etc.)
- Monitoring the mileage and condition of both the black and white vehicles and the unmarked cars. The cadet works closely with the SED Administrative Aid, and the two will share the responsibility of checking and accurately recording mileages monthly. This is done in order to monitor the vehicles in an attempt to keep the overall miles driven to a reasonable amount for each car in order to prolong the life of the car. This also serves as a tracking mechanism for ensuring regular maintenance is performed in a timely manner. Based on the number of miles a car is driven, the cadet is responsible for notifying the Camarillo Administrative Sergeant when specific vehicles are accumulating miles too quickly so that there is time to rotate vehicles in order to even out miles driven to prolong the life of each vehicle and minimize maintenance costs.
- Checking daily for cars that have been kicked by patrol for maintenance or repairs and ensuring such vehicles are taken to the garage for service.
- Communicating with the garage regularly to rotate cars (marked and unmarked) into the garage for regularly scheduled service and to know when service is complete and the vehicles can be picked up and put back into service. This is also the case with city owned vehicles and having them serviced and repaired at the Camarillo City garage.
- Placing current registration tabs on all vehicles as they are received from Sheriff's Admin.
- Performing other vehicle related tasks as directed by the Administrative Sergeant