

COOLIDGE POLICE DEPARTMENT		
	<p>CHAPTER 77</p> <p>MISCELLANEOUS SERVICES</p> <p>CALEA Standard(s):</p>	<p>General Orders</p>
Issue Date: 6-24-13	Review Date:	Revision Date:

A. Bicycle and Firearms Registration

1. The Departmental Bicycle and Firearms registration cards will be used for reporting the registration of bicycles and guns. The registration card should contain all pertinent information concerning the bicycle or gun that is being registered. Registration of firearms and bicycles is voluntary and done as a service to the owner. These files will be maintained in dispatch.

2.

B. Fingerprinting

1. Request for fingerprinting will be done at the convenience of the Department. Applicable fees will be collected when appropriate.

C. House or Business Watch

1. The dispatcher will accept requests for home and business watches and will complete a House and Business Watch Request and Record card on each request. The dispatcher should also advise the citizen requesting the watch to encourage a friend or neighbor to also watch the premises and call the police in the event of an emergency. Each time the house or business is checked, the dispatcher or person checking will make the appropriate entry on the card. Officers will provide periodic checks of the home or business as time permits with the emphasis put on nighttime hours. Dispatchers will pull the cards from the active file when it is determined that the party has returned.

D. "Jump Starting" and Pushing Disabled Vehicles

1. Officers will not use police vehicles to “jump start” privately owned vehicles. Request for assistance to “jump start” a vehicle will be politely denied and the person informed that Department policy prohibits Officers from making jump starts. One consideration in adopting this policy is the possible liability of the City should a battery explode when being jumped.
2. Officers will not push disabled vehicles with police vehicles unless it is an emergency situation and the disabled vehicle must be removed from the roadway because of the danger to traffic. Patrol vehicles used to do any pushing must in all cases have push bars and only the minimum pushing necessary should be done.
3. Police vehicles may be used to “jump start” other City owned vehicles as necessary.

E. Use of Department Bulletin Board

1. The official Department bulletin board will be located in the Officers’ room. All personnel shall inspect this board on each day they work and will read all new notices and memos posted. Personnel will be held responsible for being aware of the contents of all memos posted. Use of this board is restricted to official, approved, notices and memos. Only correspondence approved by a supervisor will be posted.

F. Officers’ Department Mailboxes

1. Mailboxes for each regular and reserve Officer are maintained. Officers shall check their box on each day they work, reserve Officers at least weekly. Officers shall remove all of the contents of the box each time they check it, the box shall be kept clear of all papers and other items.

G. Working Hours, Meal Periods, and “Breaks”

1. Officers working patrol will be permitted a thirty (30) minute meal period and two fifteen (15) minute “coffee breaks” during their shift as

manpower and the work load permit. Officers will be subject to “call out” during these periods.

2. Dispatchers may be relieved for a thirty (30) minute meal period as manpower permits. Duty Officers will assist the dispatcher in obtaining food to eat “on the job” or “in station”, if so requested.
3. Department personnel not working shift work will normally work from 8:00 a.m. until 5:00 p.m. with a one hour lunch period. Exceptions to this policy may be made by the Chief of Police.

H. Forced Entry to Locked Vehicles

1. The Department will not provide forced entry to locked vehicles to citizens who have merely locked themselves out of their cars.
2. Officers will use the Slim Jim device only when necessary to protect the life of a person or an animal where breaking of a window would be a reasonable alternative. In those situations where our duty to public safety outweighs the potential liability we incur by damaging a citizen’s car.
3. Officers or dispatchers will offer to assist by calling a locksmith of their choice on the citizens’ behalf.