

BFO Admin Unit Guidelines



**San Jose Police Department
Bureau of Field Operations
2017**

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Bureau of Field Operations

BFO Admin Unit Guidelines

Bureau of Field Operations

Table of Contents

Section #1: Introduction and General Responsibilities.....4

Introduction:

Mission Statement4

BFO Admin Unit Objectives.....4

BFO Admin Chain of Command.....5

General Responsibilities:

Hours and Days Off.....6

Time Off.....6

Sick Leave and Late to Work.....6

Minimum Staffing.....6

Team Assignments.....6

Status Board.....6

Shared Responsibilities.....7

Vehicles.....7

Unit Meetings.....7

Section #2: Unit Member Assignments.....8

OD Office Staff (Civilian):8

BFO Chief Office Specialist I (Civilian):8

BFO Admin Office Specialist II (Civilian):8

General Duties8

Maintain List of Personnel Changes (LOP-C)8

Maintain Personnel Management List (PML)9

Process Injury Reports.....9

Manage BFO Coffee Fund.....9

Update Command Notification Card.....9

BFO Office Supplies10

Scanning of Documents for Distribution.....10

<u>Personnel Supervisor:</u>	11
<u>BFO Officer/Team of the Month</u>	11
<u>Lieutenant Pay Cars</u>	11
<u>Team Assignments for Unassigned Officers</u>	12
<u>BFO Admin Testing Process</u>	12
<u>Internal Affairs Requests</u>	12
<u>BFO Memos and BFO Deputy Chief Messages</u>	13
<u>Providing Instruction</u>	13
<u>Staff Meetings</u>	13
<u>Officer/Sergeant Transfer Policy</u>	13
<u>Bereavement Leave</u>	13
<u>Disability Leave</u>	14
<u>Long Term Sick Leave (Non-Work Related Injury/Illness)</u>	14
<u>Modified Duty Assignment</u>	15
<u>FMLA-Family Medical Leave Act</u>	16
<u>Military Leave</u>	16
<u>Resignations</u>	17
<u>Returning Officer Checklist</u>	17
<u>In the Line of Duty Deaths Memos</u>	17
<u>Family Liaison Officer Guidelines</u>	18
<u>Training Supervisor:</u>	18
<u>Sergeant/Officer Backfill Pay Cars</u>	18
<u>Divisional Pay Cars</u>	18
<u>Specialty Pay Cars</u>	19
<u>Briefing Room Training/Presentations</u>	19
<u>Sergeant Collateral Duties</u>	19
<u>Sergeant Collateral Duty Training</u>	19
<u>Release Time</u>	20
<u>Ride-Alongs</u>	20
<u>Training/School Requests</u>	21
<u>Shift Trades</u>	21
<u>Unassigned Officer Timecards</u>	21
<u>Maintenance of Department Awards and Displays</u>	22
<u>Personnel Officer:</u>	23
<u>Shift Change Files</u>	23
<u>eResource Planner</u>	23
<u>Locker Assignments</u>	24
<u>Memos</u>	24
<u>Miscellaneous Duties</u>	24
<u>Holiday Bid</u>	24
<u>STOP Program Officer:</u>	26
<u>General Duties</u>	26
<u>STOP Program/Trespass Event</u>	26
<u>Fleet Management Duties:</u>	27
<u>Rotation of Marked Patrol Vehicles</u>	27

<u>Retirement of Vehicles</u>	28
<u>New Vehicles (from Central Service Yard)</u>	28
[REDACTED]	29
<u>K9 Vehicles</u>	29
<u>TEU Motorcycles</u>	30
<u>Maintenance of Vehicles</u>	30
<u>Marked Vehicle Requests</u>	31
<u>Unmarked Vehicle Requests</u>	31
<u>Flares/Cones</u>	31
[REDACTED]	32
<u>Police Vehicle Collisions</u>	32
<u>647F Statistics Tracking</u>	33
<u>Pursuit and Non Pursuit Tracking</u>	34
<u>Report Samples</u>	35-38
<u>Marked Fleet Contacts</u>	39-40
<u>Section #3: Miscellaneous</u>	41
<u>BFO Watch Guidelines</u>	41
<u>Lieutenant Preference Form</u>	41
[REDACTED]	42
<u>Admin TV</u>	42
[REDACTED]	42
<u>Instructions: How to Set Up BFO Info from MDC</u>	43
<u>Police Memorial</u>	43
<u>Section #4: Appendix</u>	44
<u>Items 1-23</u>	44-45



Bureau of Field Operations

BFO Admin Unit Guidelines

Bureau of Field Operations

Section #1 Introduction and General Responsibilities

Mission Statement

The BFO Administrative Unit is responsible for providing customer service to BFO personnel, to include sworn and civilian staff. BFO Admin works directly for the BFO Deputy Chief to ensure efficient management of BFO, the Department's largest bureau.

Other duties include coordinating with other Department Bureaus to properly manage Department personnel, tracking injured or disabled BFO personnel, and writing and disseminating BFO Memorandums. BFO Admin is also responsible for the twice-yearly Sergeant and Officer Bid as well as the Vacation and Holiday bid for time off.

BFO Admin Unit Objectives

- Liaison with other Department Bureaus.
- Coordinate with BFO Command Staff to effectively manage BFO personnel.
- Manage BFO staffing to maintain minimum staffing levels.
- Manage requests for time off and release time for BFO employees.
- Liaison with the Training Unit to ensure BFO personnel meet required Department or POST training standards.
- Manage requests for time off with respect to FMLA.
- Work with Police Personnel and Fiscal to manage and/or track BFO employees on disability, modified duty or the exempt program.
- Track BFO employees off work due to disability or the exempt program.
- Ensure adherence to the Officer and Sergeant Transfer Policies.

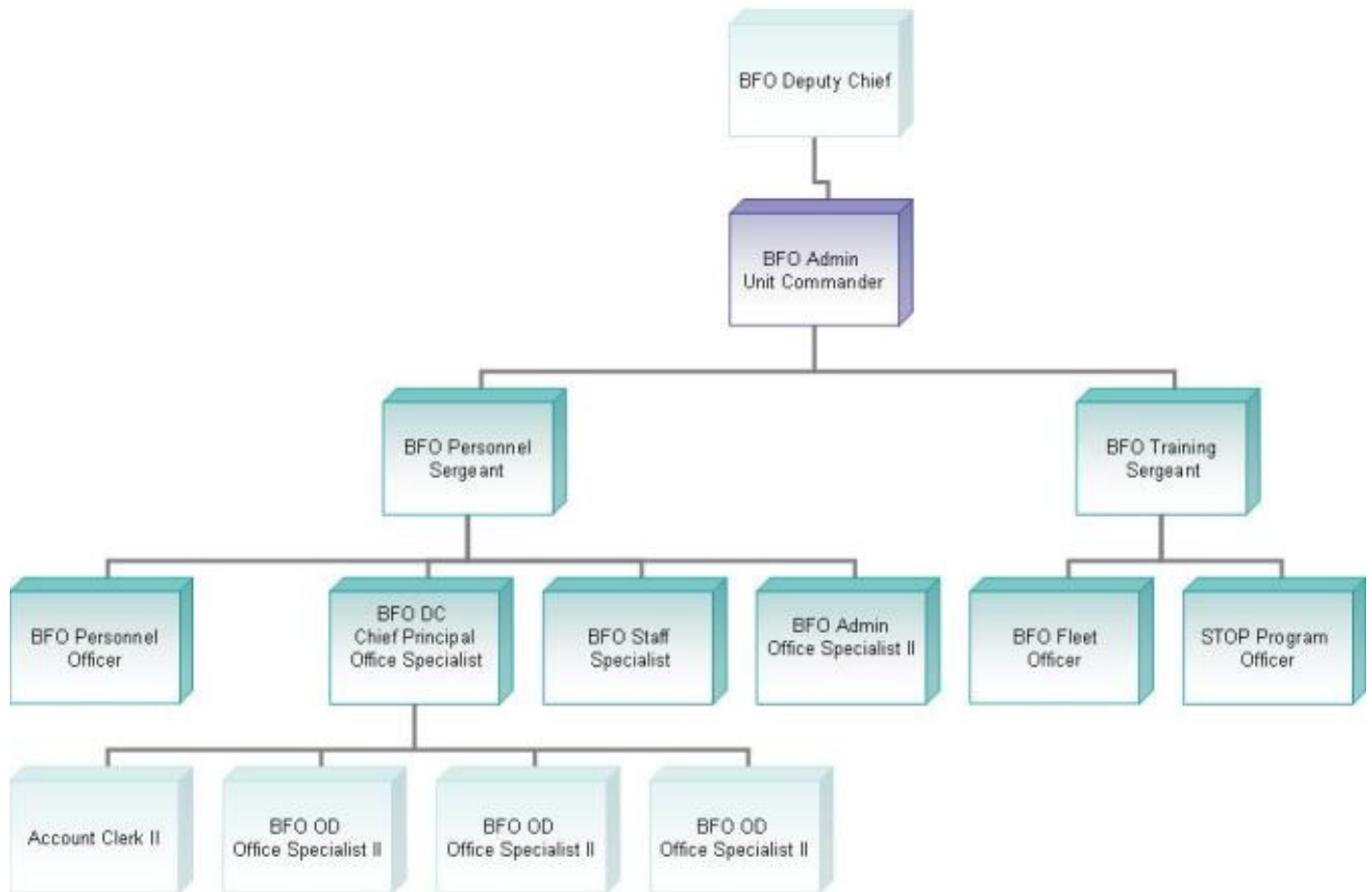
Refer to Appendix, Item #1 for BFO Administration, Duty Manual Section A1700.

BFO Admin Chain of Command

The BFO Admin chain of command consists of both sworn and non-sworn employees.

BFO Admin is a specialized unit, has its own chain of command outside of the Patrol structure, and works directly for the Deputy Chief of the Bureau of Field Operations.

The BFO Admin personnel indicated below are accurate at the time of print. The structure of the chain of command is subject to change or movement.





Bureau of Field Operations

BFO Admin Unit Guidelines

Bureau of Field Operations

General Responsibilities

Hours and Days Off

Each member of the unit will keep regular work hours and keep regular workdays. An individual's days off will either be Saturday, Sunday and Monday, or Friday, Saturday and Sunday. BFO Admin's business hours may vary, but should coincide with approximate day shift hours (i.e. 0700 hours to 1700 hours). No member's workday will be scheduled to begin before 0600 hours, to ensure sufficient coverage for swing shift.

Each supervisor will establish work schedules for each member of the supervisor's team, in consultation with the affected members. Supervisors may approve a temporary change for suitable reasons. Permanent or long-term exceptions to the days off and hours noted above require the approval of the Unit Commander (in accordance with MOU).

Time Off

Requests for time off will be directed to the member's supervisor and must be pre-approved, unless special circumstances prevent the pre-notification.

Sick Leave and Late to Work

Unit members taking sick leave or who expect to be late to work will notify a supervisor in advance of the start of the affected shift.

Minimum Staffing

Minimum staffing for BFO Admin should be at least one person Mondays through Fridays during business hours. Any exception to this rule must be cleared by the Unit Commander.

Team Assignments

Team assignments and days off will be made at the discretion of the Unit Commander.

Status Board

Unit members leaving the office will note on the status board their assignment and/or location as well as their estimated time of return (i.e. Chief's Office, Return 1500 hours). A supervisor's concurrence is required for absences from the office longer than two hours.

Shared Responsibilities

While BFO Admin personnel often have an area of expertise (i.e. Personnel Management, Fleet Management, etc), it is expected that each individual member learn the basic function of each other's responsibilities. Having staff that is cross-trained will ensure the strength and longevity of the Unit's continued function.

Vehicles

Keys for the assigned unit vehicles will [REDACTED] be properly labeled. Any time a member intends to utilize a unit vehicle, he or she will inform a supervisor, or other team member, before taking the vehicle to ensure there is no conflicting need among members. At the discretion of the Unit Commander, the borrower may be asked to leave a name-tag or business card on the respective key holder.

Unit Meetings

Unit meetings are essential for the exchange of information among members. It is the supervisor's responsibility to ensure members attend the meetings and are prepared to present noteworthy project information. The meetings shall be at the discretion of the Unit Commander. A member should inform his or her supervisor if unable to attend a scheduled meeting. Supervisors are responsible for passing the information discussed in unit meetings to those team members absent.

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Bureau of Field Operations

BFO Admin Unit Guidelines

Bureau of Field Operations

Section #2 Unit Member Assignments:

In addition to the general duties of BFO Admin personnel, each individual, both sworn and civilian, have additional duties pertaining to the specific responsibilities of each assignment. Some of these duties require further explanation and will be outlined as such.

OD Office Staff (Civilian):

Refer to OD Office Procedure Manual, Appendix, Item #2

BFO Chief Office Specialist I (Civilian):

Refer to Office Specialist Procedure Manual, Appendix, Item #3.

BFO Admin Office Specialist II (Civilian):

General Duties:

- Provide customer service/clerical support to BFO Personnel
- Distribute incoming mail throughout BFO
- Provide assistance to OD's Office as needed
- Maintain BFO List of Resignations
 - Copy of list in G-Drive/BFO COMMON.
- Liaison with Fiscal to complete FMLA requests
- Liaison with Fiscal to complete CITD and PITD donations
- Assist/Coordinate the Cinco de Mayo luncheon/End-of-Shift BBQ
- Liaison with Court Liaison for Officer Subpoenas
- Participate in Sergeant and Officer Call-In
 - Contact the POA to request their support.
 - Order food per staff's request
- Inventory and restock supplies in Report Writing Room

Maintain 'List of Personnel Changes' (LOP-C)

- Include all personnel changes within BFO
- Cross reference with eResource
- Distribute the LOP-C report weekly to Fiscal and Personnel
- Maintain copies of LOP-C for reference

- Coordinate with Personnel Supervisor for changes

Maintain ‘Personnel Management List’ (PML)

- Include all personnel changes within BFO
- Cross reference with eResource
- Print PML for bi-weekly meeting with Fiscal and Personnel
- Maintain copies of PML for reference (*soft copy in BFO Admin folder on G Drive*)
- Coordinate with Personnel Supervisor for changes

Process Injury Reports

- Review submitted forms for accuracy
 - a. Worker’s Comp Claim Form (DWC1)
 - b. Employee Accident/Incident Report (SAFE002b)
 - c. Employer’s Report of Occupational Injury or Illness (Form 5020).
 - i. *NOTE: In the event of an exposure, if #17 on the SAFE002b form is checked “yes” please forward a copy to the Assaults Unit.*
- Ensure all forms are signed/counter-signed by employees’ supervisor.
 - a. On form 5020, print employees badge number next to name.
 - b. Print “San Jose Police Department/BFO” on line #3.
 - c. Confirm employee used personal home address and not work address for number #33.
- Scan forms DWC1 and 5020 and send to Worker’s Comp Caseload Distribution List; to include the Worker’s Comp supervisor and Officer’s adjuster.
 - a. Make two copies of the DWC1 and 5020 forms.
 - i. Route the original to Worker’s Comp.
 - ii. Route one copy to April Benoit in Police Personnel
 1. This information will be used to update PML and LOPC
 - b. Retain one copy in BFO Admin file.
 - c. Route the SAFE002 form to the Safety Officer, KC Moore, in Police Personnel.
 - d. All doctor’s notes must be scanned and sent to the above mentioned people
 - i. Maintain copy for BFO Admin file.

Manage BFO Coffee Fund

- Current contact person is Mike, Farmer’s Brothers, @ (510) 750-6334.
- Cream and sugar can be purchased at Costco
- Restock supplies as needed.
- Purchase coffee cups through Clean Source. Once form is filled, route to Fiscal Unit.

Update Command Notification Card

- Complete every shift change or as needed (due to promotions, retirements).

- At least one month before shift change, send out an email blast to *all* command staff (include Chaplains, DSU Sergeant and PIO), requesting they provide a home phone number, cell and/or an alternate number.
- Update the Excel document, print, cut and laminate. Distribute accordingly. *NOTE: Every commander on the list will receive one copy. Allow a copy for every clerical support person per Bureau.*

A copy of the phone card is stored on an Excel spreadsheet in the G-Drive under BFO Admin/Phone Cards/Command Staff Phone Card.

Copies of all Injury Reports can be found on the Intranet under the Forms drop-down menu. For an electronic version, type 'injury' into the search field.

BFO Office Supplies

Requests for office supplies for BFO (i.e. Substations, specialized units, Chaplain's Office, etc) should be directed to BFO Admin's Office Specialist.

- Reference Office Max website at www.officemaxsolutions.com.
- Paper products (plates, cups, cutlery, etc.) contact the Fiscal Unit for a Clean Source product order form.
- You must receive prior approval for all IT equipment and accessories from the Fiscal Unit before making a purchase (i.e. printers, flash drives etc.). Reference www.cdwg.com and complete a Purchase Requisition form to complete your purchase.
- Inventory and restock supply closet as needed.

Scanning of Documents for Distribution

The Ricoh copier in the PAC 3rd Floor Break Room also has scanner capabilities. Scanned documents can be emailed as PDF attachments, stored or printed.

To scan your documents:

- Place documents face-up in top tray
- Select the "GS-NX" button
- Press "scan to" folder (PDF)
- Press groups folder
- Press BFO folder
- Select "BFO Admin" and press ok
- Hit start button; once scanned press Ok, then press log out
- When done scanning, place the Ricoh copier back on 'Copy' mode.

To access your scanned documents:

- Click on the "Scan To Folder" icon on computer desktop
- Select BFO
- Open BFO Admin
- Click on the appropriate PDF file.
- You may rename the file, save it or attach it to an email.

- All files in this folder will automatically purge each Friday, so it is recommended that you save your files if you anticipate needing them again.

Personnel Supervisor:



Lieutenant Pay Cars

Due to current staffing levels, the Department has authorized Patrol backfill pay cars for the rank of Lieutenant on an as needed basis. These pay cars are made available to all members of the rank of Lieutenant Department-wide. An eligibility list is established, based upon Department seniority within rank, from which pay cars are evenly distributed.

Currently, the Stop Program officer in BFO Admin is responsible for the coordination of the Lieutenant Pay Car Program. All Lieutenants are required to abide by policy set forth in BFO Memo, 'Lieutenant Patrol Overtime', dated March 11, 2013. Lieutenants working pay cars will be entered into eResource using their call sign.

Refer to Appendix, Item #4 for BFO Memo, Lieutenant Patrol Overtime.

All Patrol Lieutenants are also required to record their planned time off, to include training, vacation, etc, in the Patrol Lieutenant TO Calendar in the SJPD Public Shared Folders within Microsoft Outlook Express. This calendar is utilized to see, at a glance, whether or not Lieutenant minimum staffing, two Lieutenants per Watch, is met. If not, the Lieutenant wanting the time off should contact the BFO Admin Stop Program officer to advise of requested time of so the days can be covered with overtime based on rank seniority. For short notice requests, the Lieutenant needing the day off should find their own replacement then contact the BFO Admin Unit with the information so it can be entered into eResource properly. Often Lieutenants need instruction on how to access and save this TO Calendar. The instructions are listed below and can be provided to those Lieutenants needing assistance:

Accessing Patrol Lieutenant TO Calendar for the first time:

1. Open Public Folders from within Folder List (it is the 2nd icon on the bottom, left of the screen that looks like a folder)
2. Open All Public Folders

3. Open SJPD Shared Folders
4. Open SJPD BFO Admin
5. Open Patrol Lieutenant TO Calendar

Once inside the calendar you can add it to your favorites so it is easily accessible each time you go to your Outlook Calendar:

1. Click on File at the top, left side of your screen
2. Scroll to Folder
3. Select Add to Favorites in drop down menu
4. Click on Add in the pop up window
5. The calendar is now accessible from within your own Outlook calendar profile.
6. Click on the empty box next to Patrol Lieutenant TO Calendar to enable the view.

Team Assignments for Unassigned Officers

When an Officer or Sergeant returns to BFO, he or she must complete twelve (12) consecutive months in a BFO/Patrol Assignment, as per the Officer Transfer Policy/Sergeant Transfer Policy. Each Officer or Sergeant will participate in the Officer or Sergeant Bid and bid for an assignment based upon their Department seniority in rank. If the Officer or Sergeant returns to BFO/Patrol mid-Shift, he or she will choose an assignment from the available pay car list based on where they could have bid at the preceding shift change.

BFO Admin Unit Testing Process

The BFO Admin Unit Training Sergeant is responsible for the unit testing process. When BFO Admin has a Unit vacancy, either an officer or sergeant opening, a test will be conducted to establish an eligibility list. The list will be valid for one calendar year. The Admin Unit must maintain a current list even if there is no vacancies. The test will be prepared and conducted by current members of the unit, to include the Unit Commander and at least one Sergeant.

Materials from previous tests, which included an application, resume and oral board, along with other materials, can be found in the BFO Admin folder under Testing Info.

Internal Affairs Requests

On occasion, the Internal Affairs Commander will contact the BFO Admin Unit and ask for a supervisor. Typically, a request is made for time off for a suspension. The suspension is consecutive and served over two pay-periods if at all possible. The time off is entered into eResource as 'Admin Leave' with comments in the notes field 'per 50XX' (the IA Unit Commander).

Also, Internal Affairs will contact the BFO Admin Unit Commander to give notice when an officer is placed on Administrative Leave or if there is a change in an officer's status who is on Administrative Leave.

BFO Memos & BFO Deputy Chief Messages

BFO Admin will often route Department-wide Memorandums from the Bureau of Field Operations. These Memorandums typically message policy change or important information that affects BFO personnel (i.e. Shift Change Memos). Requests from other Units/Bureaus are reviewed on a case-by-case basis before mass distribution.

The Personnel Sergeant or Training Sergeant is often called upon to draft a BFO Memo on behalf of the BFO Deputy Chief. The memo may be sent Department-wide or to a specific distribution list. BFO Admin will also assist in routing messages, in the form of an email, at the request of the BFO DC.

Providing Instruction

Sometimes BFO Admin Unit personnel are called upon to instruct at either the Sergeant or Lieutenant In-House Academy. The topics covered can be offered in a one hour block. The topics may vary, but typically cover injury paperwork, processing time off and release time requests, minimum staffing. *A Lieutenant In-House outline is available in the BFO Admin/Training folder and can be modified as needed.*

Staff Meetings

The Personnel Sergeant should attend weekly Captain-Staff Meetings with the Unit Commander. He/she should also attend in the event the BFO Admin Unit Commander is unavailable to attend the meetings. These meetings review the relevant content from Chief Staff that is intended for BFO distribution. The Personnel Sergeant should be prepared to provide staffing information upon request by the BFO Deputy Chief.

Officer/Sergeant Transfer Policy

The Personnel Sergeant should ensure compliance to both the Department's Officer Transfer Policy (revised April 22, 2014) and Sergeant Transfer Policy (revised May 17, 2016) as it pertains to movement/transfers of BFO personnel. The OTP/STP should be referenced when reviewing LIDS Memos, TDY's, and PAC extensions. Any apparent violation of the OTP/STP should be brought to the attention of the BFO Admin Unit Commander.

Bereavement Leave

Officers should reference the SJPOA MOA, Article 33 Bereavement Leave, before requesting the bereavement benefit. Once officers confirm the family member meets the requirements set forth in the MOA, he may contact BFO Admin for time off. If the officer is unable to contact BFO Admin, someone from the officer's chain of command may make the request on his behalf.

The Bereavement Leave Request Form required by the City of San Jose can be located on the Intranet in Forms (*Appendix, Item #5*). It must be signed by a supervisor and submitted to the Police Timekeeper. The form must be submitted no later than the first working day following the leave.

“Each full-time employee shall be granted bereavement leave with full pay for a period of forty (40) consecutive hours to attend the customary obligations arising from the death of a qualifying relative of such employee or employee’s spouse or registered domestic partner.”

All leave must be used within fourteen (14) calendar days following the death of the eligible person. *No employee shall be granted bereavement leave if such employee is not scheduled to work when such bereavement leave is required.*”

Disability Leave

Officers placed on work-related disability should follow the procedures set forth in BFO Memo #10-41.

Police Personnel is the liaison for tracking BFO employees on disability. Any questions regarding disability time balance can be directed to their office. While on disability, it is the Officer’s responsibility to call the Disability Hotline (408-537-9649) every Monday. He/she must report the following: Name, badge, Bureau & Unit of Assignment, Phone #'s, Supervisor’s Name, Date of Injury, body part injured, date of next doctor appointment, and estimated date of return to work.

Questions regarding time reporting during disability can be directed to the Fiscal Unit.

Officer with a work-related injury receive up to one calendar year of disability time. The time is calculated cumulatively. If an officer returns to work, either full duty or modified, for a period of time and then goes back out on disability for the same injury, the time worked will not count toward the disability calendar year. Once the officer exhausts his disability time, he must return to work full duty, return to work modified or enter the Exempt Program.

Any doctor notes changing an officer’s status (i.e. from full duty to disability, etc) must be delivered to Police Personnel and the BFO Admin Unit. Police Personnel will issue the officer three (3) copies of a ‘Blue Sheet’: one for the officer, one for BFO Admin and one for the officer’s supervisor.

Refer to Appendix, Item #6 for a copy of Employee Injury Reference Guide.

Long Term Sick (Non-Work Related Injury/Illness)

Occasionally, an officer will miss work due to an illness or non-work injury. When the absence exceeds a few days, it is important the officer or the officer’s supervisor coordinate with BFO Admin. The officer should obtain a note from his or her doctor and deliver the note to the BFO Admin Unit and Police Personnel. Police Personnel will give the officer a Work Status (Green Sheet) to deliver to his or her supervisor and BFO Admin. BFO Admin will then remove the officer from the Watchlist pending return to full duty.

If the officer misses more than one pay period, he or she is required to complete a City of San Jose Request for Leave of Absence. The form can be submitted to Police Personnel. The officer will burn his or her sick time during his or her absence. In the event the officer runs out of sick time, he or she may burn other time balances. In the event the officer runs out of time, he or she may coordinate with BFO Admin and Fiscal to qualify for PITD or CITD. If the officer will be out long term due to personal illness, the officer may choose to exercise FMLA. Refer to section on FMLA.

Modified Duty Assignment

Officers on modified duty should follow the procedures set forth in BFO Memo #11-007. It provides an explanation of the officer's work days and hours, responsibilities, dress code, restrictions (i.e. No uniform or pay jobs), and use of Department computers.

While on modified duty, the officer still reports to his Patrol Supervisor. Additionally, the officer will report to BFO Admin Unit Personnel Sergeant for administrative purposes. It is the responsibility of the Patrol Supervisor to complete the officer's timesheet.

Officers on modified duty may work up to 120 calendar days. Once the officer's time is exhausted, the officer must return to work full duty with a doctor's note, return to disability if time is available or enter the Exempt Program if no time is available.

Placement of the modified duty officer is left to the discretion of the BFO Deputy Chief. Internal protocols shall be used prior to determining the officer placement. The following are criteria to review when considering placement of modified duty officer:

- Duration of modified duty (long term or short term)
- Prior BOI experience
- Does the officer have a CJIC or RMS password
- Work restrictions (i.e. number of hours in a work day, limitations of body part)
- Resource needs of BFO versus Department-wide
- Can the officer's schedule flex from current Patrol schedule.

Keep in mind that the modified duty program is under constant evaluation and may change depending upon Department needs. Various models are being considered for the placement and/or use of modified duty resources. BFO Sergeants typically are not placed throughout the Department and retain flexibility in their potential assignment.

The BFO Admin Personnel Sergeant will coordinate with both Police Personnel and Fiscal bi-weekly to maintain current records of the status of BFO personnel on modified duty. BFO Admin Unit Office Specialist will also help coordinate the BFO modified duty personnel.

Refer to Appendix, Item #7 for a copy of BFO Modified Duty Personnel Guidelines, BFO Memo 11-007.

FMLA-Family Medical Leave Act

An employee who has at least twelve (12) months of service with the City and worked at least 1,250 hours in the prior twelve (12) month period has a right to an unpaid family care or medical leave of up to twelve (12) workweeks in a twelve (12) month period for the birth, adoption or foster care placement of a child; or for his or her own serious health condition or that of a child, parent or spouse.

Intermittent Leave or Reduced Leave Schedule (Section G.)

“..The minimum duration of leave is two (2) weeks, except that the City will grant a request for FMLA/CFRA leave of less than two (2) weeks’ duration on any two (2) occasions.

The FMLA Application can be found on the Intranet/Forms drop-down menu. Hard copies of the FMLA packet may also be found with the Office Specialist in BFO Admin. Police Personnel has requested that whenever possible, the officer requesting the leave should be directed to call April Benoit at Police Personnel (408-537-9650). She will fill out the leave paperwork over the phone and route it to the appropriate departments. This is to ensure the paperwork is being filled out consistently and correctly as well as making it easier on the officer.

FMLA Packet: The employee must complete the contents of the FMLA packet: Transmittal, Application, Leave of Absence and Certification of Health Care Provider. The FMLA leave request *must be pre-approved before* the leave can be taken under this benefit. The City Policy Manual (4.2.1) says, “*Employees must provide not less than thirty (30) days’ notice before any FMLA/CFRA leave is to begin for foreseeable childbirth (including leave to care or bond with a child), placement, or any planned medical treatment for the employee or his or her spouse, child, parent or registered domestic partner. If thirty (30) days’ notice is not practicable, notice must be given as soon as practicable.* The Duty Manual (S2703) requires the an unpaid LOA request is completed and turned into the immediate supervisor at least sixty (60) calendar days prior to the beginning date of the leave.

Return to Work: A signed Return from Leave Verification must be completed and forwarded to Police Personnel the day the officer returns to work.

Information regarding FMLA can be found in the City Policy Manual under Leaves of Absence (Section 4.2.1). Refer to Appendix, Item #8 for a copy of FMLA Packet.

Military Leave

Copies of Military Orders should be directed to Police Personnel and the BFO Admin Unit. Police Personnel will notify BFO Admin when orders are received and the dates the Department member will need off work to attend to the responsibilities of military duty. Traditionally, one day of travel is granted for the Department member requiring travel. This day is usually included in the dates provided by Police Personnel.

Once BFO Admin received a copy of the orders, the dates will be placed into eResource as “Military Leave”. At times, Department personnel receive informal notification of deployment without receiving formal orders. In these cases, every effort will be made to secure the necessary time off. The Department member will submit a copy of his or her orders at a later time, without delay to Police Personnel, upon receipt of such orders.

Refer to Appendix, Item #9 for Department Memos on Military Leave: Memo #2007-008, S2705 Military Leaves and S2705.5 Flex Time for Military Leave; City of San Jose Request for LOA and CPM, Military Leave 4.2.2 for further information.

Resignations

In the event a BFO employee reports to BFO Admin their intent to resign from the Department, the officer should be advised to complete a letter of resignation. Two (2) copies should be made. The original is attached to a transmittal and routed through the Officer’s chain of command. One copy is delivered to BFO Admin and another to Police Personnel.

The letter of resignation will indicate the officer’s last scheduled work day. The officer should also be referred to Police Personnel to schedule an exit interview.

For more information, refer to SJPD Duty Manual S2702, Resignation, Termination or Lay Off.

Returning Officer Checklist

Officers returning to BFO Patrol after an extended absence should coordinate with BFO Admin to ensure they are ready to return to full duty. BFO Admin personnel may locate the following checklist in the BFO Admin folder. The checklist is not stored once completed, but rather is utilized as a reference when an officer is getting ready to return to a Patrol assignment. Officer returning to Patrol from the Bureau or other Unit, may coordinate with the Training Unit and attend the Return to Patrol class they offer.

Refer to Appendix, Item #10 for a copy of Returning Officer Checklist.

In the Line of Duty Deaths Memos

Throughout the history of the San Jose Police Department, thirteen (13) officers have sacrificed their lives in the service of the City and the Department. It is the responsibility of BFO Admin personnel to ensure the anniversaries of our fallen Brothers are observed.

For each observed anniversary, a Department-wide Memorandum is published from BFO Admin to both sworn and non-sworn employees and the Department flags are flown at half-staff on the

date of the officers' death. BFO Admin personnel will coordinate with the Main Lobby supervisor to ensure the flags are managed appropriately.

The prior Memorandums are stored in the G Drive\BFO Admin\Line of Duty Memos. Minor corrections are made from year to year (i.e. change of Command Staff, etc). Once the memorandum is edited and ready for distribution, BFO Admin personnel will attach the memorandum to a mass email to both sworn and non-sworn through the BFO Admin Outlook Profile.

Family Liaison Officer Guidelines

A copy of the Department's Family Liaison Officer Guidelines can be found at the BFO Admin Unit with the Personnel Sergeant. These guidelines were put together to assist any officer designated as the Liaison Officer for a grieving family when a Line of Duty Death occurs.

Refer to Appendix, Item #11 for a copy of Family Liaison Officer Guidelines.

Training Supervisor:

Sergeant/Officer Pay Cars

Due to current staffing levels, the Department has authorized Patrol backfill pay cars for the rank of Officer, Sergeant and Lieutenant. These pay cars are made available to all members of the Department within the appropriate rank.

eResource is currently handling all scheduling of all Officer and Sergeant Pay Cars. The training supervisor will monitor the system and handle any requests from Officers or Sergeants in regards to Pay Cars.

All Officers and Sergeants are required to abide by current Overtime Reporting Policies set by the Fiscal Unit. The Fiscal Unit will approve overtime based upon the entry of data into the eResource system. The training supervisor will assist the Fiscal Unit when needed to confirm employees worked the overtime pay car.

Divisional Pay Cars

Divisional pay cars were created to supplement the Department's efforts to remain proactive in the following areas: quality of life concerns, prostitution, gang enforcement, and burglary suppression. This list is not inclusive, and pay cars are created to address the primary concerns at any given period of time, dependent upon crime trends.

Currently, these pay cars are necessary as Patrol staffing levels decline. The extra manpower, provided by overtime compensation, directed by the Division Captains, and coordinated through appointed Division Coordinators, addresses the on-going quality of life concerns and gang violence within each Division.

A Divisional Pay Car Assignment Calendar was created and is stored in Microsoft Outlook Calendar. This Calendar will be updated by the Project coordinator of each separate project. The training supervisor will assist the Fiscal Unit with the accuracy of this calendar.

Specialty Pay Cars

On occasion, the Department authorizes additional overtime for Patrol pay cars. These may be to supplement staffing levels during summer months, planned Holiday events (i.e. Cinco de Mayo), other special events (i.e. Keith Kelley), or Holidays. These pay cars are never guaranteed and are scheduled on a case by case basis with coordination between the BFO Deputy Chief and Fiscal.

Once the overtime is approved, the pay cars are scheduled through BFO Admin and entered into eResource so it can be viewed by both timekeepers as well as the BFO Briefing Sergeants. Currently, any special pay cars are scheduled by the Training Sergeant.

Briefing Room Training/Presentations

It is the responsibility of the BFO Training Sergeant to coordinate all briefing training and presentations from both within the Department and from outside organizations. The BFO Training Sergeant will maintain a calendar to ensure proper scheduling. Once an event is scheduled, a Memo will be placed in the Briefing Binder to ensure that the respective Briefing Sergeant is aware of the event.

To ensure proper coverage for an event, it is recommended to conduct the training four days apart (i.e. Monday and Thursday or Tuesday and Friday). All training /presentation information will be stored in either the "In-House Training" folder (located at G:\BFO Admin\Training\In-House Training) or in the "Roll Call Presentations" folder (located at G:\BFO Admin\Training\Roll Call Presentations).

Any training provided to sworn and non-sworn Department members immediately following briefing. The training will remain brief in duration and be relevant to the Patrol Officer's assignment. Some examples of briefing room training/presentations are report writing instruction from BOI personnel or protocols pertaining to CPS or Elder Abuse, etc.

Sergeant Collateral Duties

It is the responsibility of the BFO Training Sergeant to assign and ensure that the Sergeant Collateral Duties are covered. These duties include: Roll Call Sergeant, Briefing Binder Sergeant, Report Review Sergeant, Garage Sergeant (if necessary), and Day Shift Early Car Sergeants. These duties are initially bid for by the Sergeants during the Sergeant Shift Bid process through eResource. During the bid, a sergeant can select up to four (4) collateral duties; selecting a minimum of two (2) will exempt them from being mandatorily assigned. After the sergeant bid, the BFO training will open the remaining positions, via email. There is no limit at this time how many they can choose, assignments will be assigned via seniority. All remaining open positions that are not requested will be assigned strictly according to reverse-seniority. Each position will be assigned to the most-junior person available and working that day

All Sergeant Collateral Duties information will be stored in the “Collateral Duties-Sergeant” folder (located at G:\BFO Admin\Collateral Duties-Sergeants).

Sergeant Collateral Duty Training

It will be the responsibility of the assigned Collateral Duty Sergeant to obtain his/her own training. Due to difficulty of simulating each of the duties, the most effective method of conducting the training is to sit down with another sergeant who is conducting the actual duty. Step-by-Step guides for each assignment are also located next to the Roll Call Sergeant and Briefing Binder Sergeant computers located in the Sergeants’ Office.

Regardless of collateral assignment, all Patrol Sergeants have the responsibility to know how to complete roll call, also known as the eResource and the Briefing Binder. During unexpected absences, a Watch Commander may direct any Sergeant to complete either collateral assignment. It is the responsibility of all Patrol Sergeants to seek training, either from another Sergeant or BFO Admin, if they are not proficient at these tasks. There is also a Roll Call binder at the Briefing Sergeant’s desk to help facilitate the building of the Watchlist. The binder contains various calendars and schedules that affect staffing.

Release Time

BFO Officers often contact BFO Admin for release time from their regular assignment. The release time request may be for training, collateral assignments (i.e. ASU) or court. The request for release time should be made by the officer to his or her supervisor. In the event the time off is unavailable, the supervisor should call BFO Admin to coordinate the time off. BFO Admin personnel have the ability to override and grant the release time. A comment stating the reason for the release time as well as who approved the override should be made.

Due to unprecedented low staffing levels, all release time should be closely scrutinized. The BFO Deputy Chief, or his agent, should evaluate all requests for release time for training when staffing levels go below the minimums set for any given shift. Often, the summer shift (March through September) is limited to mandatory or necessary release time for training, and most discretionary release time is denied. The requests can be evaluated on a case by case basis by the BFO Deputy Chief or his agent.

If the request for release time is pertaining to a training request, the appropriate paperwork, Training Request, which can be found online in the Intranet, should be completed and submitted to the Training Supervisor. He or she will check to see if the time off is available and/or coordinate with the BFO Deputy Chief if it is not. Once the release time is secured and placed into the time off calendar, the paperwork will be either returned to the requesting officer or routed to the officer’s chain of command.

Ride-Alongs

It is the responsibility of BFO Admin to assign Civilian Ride-Alongs. Ride-Along requests are brought to BFO Admin from numerous locations (including: Non-Sworn, Chaplaincy, Civilian Ride Along program run by the Reserves). Assignments will be spread out equally among the sergeants of the desired shift throughout the shift using reverse seniority. When a Ride-Along requests it received, the following steps will be conducted:

1. Obtain a Watchlist for the desired day and shift
2. Determine the appropriate Sergeant with the least amount of scheduled Ride-Alongs and seniority.
3. Document the Ride-Along on the sergeant seniority list (Located in the Ride-Along Binder), a Ride-Along Memorandum, and the Ride-Along calendar (both the Memorandum and Calendar are located in G:\BFO Admin\RideAlongs).
4. Make 2 copies of the Memorandum, place one in the Ride-Along binder and attach the other to the ride-along request.
5. Place the Ride-Along request in the assigned Sergeant box in the Sergeant office.
6. Email the Ride-Along Memorandum and the Ride-Along Calendar to the PPC Admin Officer. The PPC Admin Officer will maintain the Ride-Along information for the Main Lobby.
7. Place a copy of the Ride-Along Calendar in the Roll Call Sergeant's binder.

Refer to Appendix, Item #12 for Memorandum, 2002-010, Use of Ride-Along Forms [201-13 and 201-13b].

Training/School Requests

Once completed, all Training Requests for BFO Patrol Officers should be submitted to the BFO Admin Training Sergeant for release time. Once the release time is approved and documented by BFO Admin, the Training Request will be returned to the requesting officer or his supervisor for further approval through the chain of command.

All Training Requests should be submitted to the BFO Training Sergeant in advance. Delayed or last-minute requests may be denied. Refer to Release Time for availability or approval of release time; mandatory versus discretionary.

Refer to Appendix, Item #13, Training Requests can be found on the Intranet under School Request and School Request Transmittal. Also refer to Duty Manual Section S 1900-Advanced Education and/or Training (S 1901-S 1907) for procedures.

Shift Trades

Currently, shift trades are allowable for Patrol officers and sergeants. The shift trade has to be a one-for-one trade between two Patrol officers or two Patrol sergeants and completed within the current 6-month shift. The shift trade was created to increase opportunities for Patrol officers to secure additional time off when it is not otherwise available due to staffing.

Officers requesting a shift trade must complete a Shift Trade Request and submit the request to BFO Admin for approval. The Training Supervisor is currently responsible for reviewing, approving and documenting the trade in eResource, with notes in the officers' comment field. Two copies are made of the trade request, and the Training Supervisor places a copy in the folder of each participating officer.

Copies of the current Shift Trade Request can be found in the BFO Break Room in the filing cabinet along the far wall. Refer to Appendix, Item #14, for a copy.

Unassigned Officer Timecards

It is the responsibility of the BFO Personnel Sergeant to complete the timecards of the unassigned officers in BFO. Officers that are out on disability will have their time listed on the timesheet as disability (DS2). Officers which are on integration will have their time follow the restrictions listed on that individual's integration, which is determined by Fiscal personnel. Officers that are on Admin Leave, will have their timesheets filled out by City Hall personnel; in which those individuals' timesheets will left blank by the BFO Personnel Sergeant.

Maintenance of Departmental Awards and Displays

It is the responsibility of BFO Admin to maintain the Departmental Major Award displays and other displays throughout PAC. The recognition of Departmental members and the overall appearance of PAC are keys factors with the overall morale of Department members. BFO Admin will ensure that all displays are current and maintained. All information pertaining to the displays are located in G:\BFO Admin\Award Plaques.

Personnel Officer:

Shift Change Files/Shift Bid

BFO Admin's Shift Change Files are stored in the G Drive/Watchlist folder. This folder has restricted access. Systems Development can grant access to the folder to BFO Admin personnel.

The folder contains specifics timelines, Memorandums and rosters for each shift listed by date. These files are typically created and managed by the Unit's Personnel Officer through eResource. All BFO Admin employees should have access and be familiar with the folder's contents.

- Prepare for and implement the twice yearly shift bid for sergeants and officers
 - Obtain projected staffing numbers from BFO DC
 - Create shift bid timeline
 - Collect all inter and intra-bureau personnel transfer memos
 - Organize list of personnel entering and leaving BFO Patrol
 - Create shift utilizing eResource Planner
 - Create list of all sergeants and officers who will be bidding
 - Determine teams with pay cars
 - Oversee shift bid in eResource
 - Assign call signs and hole days

- Refer to and utilize the Shift Change Timeline in order to accomplish specific tasks pertaining to Shift Change in a timely manner.

Refer to Appendix, Item #15 for a copy of Shift Change Timeline.

MANDATORY OVERTIME BID

An Overtime Staffing Plan, also known as the Mandatory Overtime Program, was instituted in July of 2016. This program is broken down into three phases as follows:

First Phase – The first phase is voluntary by seniority. In this phase, an officer may bid for up to twelve overtime shifts per bidding cycle. The maximum number (i.e. 12) is subject to change based on staffing levels. An officer can bid for any shift (Days, Swings or Mids) that is open.

Second Phase – The second phase occurs only if there are additional overtime slots remaining after the first phase is complete. This phase is voluntary on a first come first served basis. An officer can bid for as many of the remaining overtime slots as they like, but must conform with the maximum 30 hours per week as mandated by Duty Manual Section C1540. An officer can select for any shift (Days, Swings or Mids) that is open.

If there are still unfilled overtime shifts remaining at the end of the two voluntary phases, the mandatory phase begins. Any officers that bid for the required number of shifts to qualify for exemption will not be subject to the mandatory phase.

Third Phase – In this phase, the BFO Administrative Unit will identify the remaining overtime shifts that need to be filled and which officers are subject to the mandatory phase. The officers will be assigned to these unfilled shifts by reverse seniority. An officer being mandated to work one of these shifts can only be mandated to work the shift that he or she is currently assigned to (Swings or Mids); the exception being that a Day shift officer can be mandated to work either days or swings. Officers will be given a minimum of two (2) weeks notice when they are mandated to work an overtime car.

Officers who were mandated to work will not be mandated again until the rest of the “reverse seniority list” is exhausted. No officer will be required to work more than two mandatory shifts in two pay periods. Officers with 40 hours or more of preplanned vacation will not be mandated to work the three days prior or the three days after their planned vacation. Officers working secondary employment assignments at the airport, hospitals and schools will be exempt from working a mandatory overtime slot on the day they work these outside assignments.

It is the responsibility of the Personnel Officer to set up and conduct the Overtime Staffing Plan bid once every three months. The first bid will be conducted immediately after Shift Bid followed by a second bid three months later. The Overtime Staffing Plan bid is similar to the Shift Bid to include:

- Develop and maintain a current list of participating officers
- Add in or take out officers whose status has changed from the prior bid (i.e. officers going on or returning from disability or modified duty)
- Work with the training sergeant to determine the number of pay cars needed and their placement
- Create the bid using eResource Planner
- Oversee the bid

Refer to Memo # 2016-025 for further information on the Overtime Staffing Plan.

eResource Planner

- Monitor and track BFO staffing
- Evaluate and approve/deny “walk-in” time off requests
- Assist with Pay Car administration

- Maintain employee roster (Add new employees, deactivate former employees, promotions, seniority changes, etc.)
- Provide training as needed

Locker Assignments

The Personnel Officer is responsible for locker assignment and record keeping. The locker assignments can be located in eResource under “Locker Assignment Administration” and “Locker Inventory Administration”. Lockers are provided in the following areas and distributed based upon either seniority or assignment:

- Men’s Locker Room
- Women’s Locker Room
- Second Deck Lockers
- Sergeants’ Garage Lockers
- Bike Lockers

Memos

- Draft the majority of the BFO Admin Unit memos
 - Shift Change Timeline
 - Specialized Assignment Lids
 - Seniority List Verification
 - Medical Clearance Procedures
 - Main Lobby Pre-Bid (Bilingual)
 - Two-Person Patrol Car Program
 - Daylight Savings Time
 - Miscellaneous memos as needed

Miscellaneous Duties

- Provide statistical staffing data upon request
- Maintain computer in briefing room
- Maintain old Watchlist Database System
- Assist with end of shift BBQ
- Assist other officers, sergeants and command staff as needed

Holiday Bid

- Assist BFO Admin Logistics Officer with Holiday Bid staffing numbers

Currently, BFO Admin holds a Holiday Bid separate from the standard vacation bid that takes place during Officer and Sergeant ‘Call-In’

The sign-up list will be posted for officers in eResource. The list will be posted for two weeks. Officers will sign-up for their holiday choices, ranking them “1” through “5.” Those who are granted any of the holidays will be notified via eResource by the first week of November.

Any regular days off or previously granted vacation that fall on any of the following holidays will be considered granted holidays in the holiday bid.

Should someone call in sick on a holiday, the last person given time off would be the first called back to work. All of the officers who receive approved time off through the holiday bid will be subject to call back. These officers will be required to leave a telephone number where they can be reached within the first two (2) hours of the shift. The BFO Administrative Unit will prepare a list of these officers and all command officers will be given a copy.

A Memo outlining the Holiday Bid entitled, ‘Holiday Time Off and Staffing Procedure’ can be found in the BFO Admin/BFO Memos/ 2017/Holiday Bid memo 2017.

Refer to Appendix, Item #17 for Memorandum Holiday Time Off and Staffing Procedures, dated September, 22, 2017.

BFO Logistics Officer (STOP Program):

General Duties

- Receive and review applications for STOP Program
- Evaluate application, communicate with applicant, and clarify any issues.
- Reject or enter application into STOP Database.
- Enter in CAD and file.
- Conduct training for Patrol teams upon request and periodically in briefing
- Conduct outside training for community groups & coordinate with Community Services.
- Liaison with other Community Based Organizations (CBOs), such as the Downtown Association.
- Stay familiar with latest case law on trespassing issues.
- Be a resource for command staff.
- Look for ways to improve current system.

STOP Program/Trespass Event

The STOP Program is an administrative function to facilitate officers in assisting citizens deal with trespassing issues. It is not unique to the San Jose Police Department and is based on a common California Penal Code Section. There is not a special enforcement component function, and is simply an administrative function of the BFO Admin Unit.

The program resulted from a desire to deal with increased problems with the homeless and transients in the Downtown area in the late 1990’s. Due to law changes, the program has gone through various iterations which have resulted in a reduction of its impact.

The actual STOP Program is based on 602 (o) of the Penal Code (PC), which allows officers to act as an agent of the property owner on properties that are **fully enclosed and off-limits to the**

public. The property owner MUST have a 1-year letter on file for officers to act as their agent. Further, the property MUST have fencing or be secured in some way, and the trespasser must have overcome that barrier and entered the secured area. The trespasser must refuse to leave before being cited or arrested.

The main point to emphasize is there are other penal code and municipal code sections to utilize that can help property owners with trespassing. It should be pointed out that officers cannot act as an agent of the property owner in those cases where the property is not secure. If the area is public, or has easy access, the officer has to be asked by someone with an interest in the property to remove a trespasser.

There are several guides available to locate the applicable laws and their proper application. The SJPD website has a page devoted to the explanation of the STOP program and its application. http://www.sjpd.org/ReportingCrime/STOP_Program.html. There is also a Department Memo (#2011-026) that offers specific guidelines to administering the program.

Fleet Management:

Rotation of Marked Patrol Vehicles

The Civilian Fleet Manager is responsible for overseeing the marked fleet. This includes all of the marked cars that fall under BFO (TEU, DSU, VCET, K-9, Airport & Airport K-9). The marked fleet cars should be monitored on a regular basis to meet the goal of 6 years and 110k miles along with the needs of patrol. If a vehicle is over or under mileage, it should be moved to a different assignment to the mileage needs.

- The Public Works Garage Supervisor will provide a monthly report on marked patrol vehicles that are over/under mileage needs.

Once it has been determined that a vehicle will need to be reassigned due to its mileage the following steps will need to be taken:

- Update the Car Assignment Sheets that are located in the G drive in the Shift Assignments folder. Current sheets are in the most recent shift number folder.

(i.e. Group Drive < BFO Admin< Fleet< Shift Assignments< Shift ## Car Assignments)

- Update the cars' beat assignment and parking space information in Versadex. Upon completion, run a Fleet Assignment report and save it to the Master Reports folder in Fleet. Save the report as "Master (date)".

- Any changes to the Sgt and/or Lt car assignments will be updated on the Sgt or Lt Assignment Sheets and posted in the Sgt's garage.

- All changes will then be entered into the Fleet Asset Management System. This is a Public Works data system and individual user ID's and passwords may be obtained from their IT section. This system updates the three display monitors on the 1st and 2nd floor lobbies as well as inside the mechanics garage. Update the new assignment and parking stall/location.

- If a vehicle is being moved to a new parking spot, a new dash tag will need to be made and placed on the left side dash of the car.
- All changes to car assignments will be emailed to the garage, Systems and radio shop staff. Include the Master Report.

Retirement of Vehicles

The target mileage vs. service time for vehicles in the marked fleet is 6 years / 110k miles. In the event that a vehicle is damaged or needs mechanical repair prior to the maximum service life the garage staff will complete a write up for that vehicle. This will compare the cost of repairs to the overall value of the vehicle. If it is not cost effective to repair the vehicle will be retired and removed from the fleet.

- Coordinate with the staff at the PD garage. All damaged vehicles need to be evaluated for retirement unless it was a ‘totaled’ vehicle in accident.
- Retired vehicles must be updated in Versadex as “Out of Service” in Disposition box. This will remove vehicle from Master List and mileage reports.
- Make sure to remove any specialized equipment from the retired vehicle prior to the car going to the city yard.
- A new vehicle will need to be brought into service to take the place of the retired one.

New vehicles (from Central Service Yard)

When there is a need for new marked vehicles in patrol, The Fleet Manager will coordinate with the garage staff to get new cars ready to go into service. New cars are stored at build up located at the city yard. The Fleet Manager will keep track of how many new vehicles are at the yard and how many are ready to go into service.

- Coordinate with the staff at Central Service Yard for new vehicles. [REDACTED]
[REDACTED]
[REDACTED]
- *See Contact List on Page #40 for information.*
- The Central service yard staff is responsible for purchase of vehicles
- Take new vehicle to PD garage write up for speedometer check, fire extinguisher, and to the radio shop for a new vehicle inspection. The garage staff will take the new cars to AJ’s for wash and waxing.
- The Fleet Manager will notify the Systems Development Unit of the new car so the MDC can be updated with the correct software.

- The new vehicle will be entered into the Versadex database, the Exel Spreadsheet, and Asset BLAH BLAH
- The new car will need to be assigned to a beat and parking space. A dash tag with the parking space be made and placed on the left side of the dash.
- Update the new car information on the Car Assignment Sheets. These assignments will be displayed electronically on the monitors on the first and second floors next to the elevators.
- Any changes to Sgt. car assignments will be updated in the Sgt. Assignment Sheet and posted in the Sgt. garage. [REDACTED]
- All changes to car assignments will be emailed to the garage and radio shop staff including the Master Report. [REDACTED]


Special Equipment in Vehicles

Several cars in the marked fleet have special equipment that will need to be maintained on a regular basis. The BFO Logistics Officer will need to coordinate with the garage staff and some vendors to maintain the equipment and make sure new cars are property equipped.

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

K9 Vehicles

The patrol and airport K-9 units have several specially equipped marked cars for use on patrol. These cars are part of the marked fleet and will need to be managed by the unit. The K-9 Sgt. will rotate cars amongst themselves to keep mileage on track. The following items should be kept in mind when monitoring the K-9 vehicles:

- Patrol K-9 and Airport K-9 cars have the same retirement requirements of 6 years / 110k miles.
- Airport K-9 cars will not need the following equipment:
 - Door Poppers
 - 
 - Shotgun rack in trunk
- Patrol K-9 Officers will take their cars to the Touchless Carwash on 7th/Tully once a month. The Fleet manager will go down to pay for any carwashes K-9 used.

TEU Motorcycles

The Traffic Enforcement Unit maintains and monitors the mileage for all the motorcycles in the fleet. When motorcycles are due to retire or a new one is being put into the fleet the TEU Sergeant will coordinate with Don at the city yard.

- Retirement age / miles is 5 years / 60k miles. TEU Sergeants will rotate the bikes to maintain the target mileage for the bikes age.
- Contact the TEU Sergeant that is in charge of training to see if they need to replace trainers. They are only allocated for 10 trainer bikers. A list of the trainers is located at G:\Watchlist\Marked Fleet
- TEU Officer will send you motor mileage at the beginning or end of each month. You need to manually enter the mileage into Tiburon. Used the date you entered the mileage. This needs to be completed because Motors does not use the gas pumps at PD.

Maintenance of Vehicles

The garage staff will keep track of the fleet maintenance schedule and make sure that the routine maintenance is completed. Some of the specialty vehicles in the fleet will need to go to the city yard for service. These vehicles for example are: wagons, BFO Command Van, DUI Command van or trailers, etc.

- The staff at the Central Service Yard will send emails regarding certain that are needing maintenance.
- Notify TEU to take vehicles assigned to them to central service yard for service when they are due.
- Wagons will need to be taken to the yard and picked up when the service is complete.

- The R&D staff will inform the fleet manager when service is needed on the unit's unmarked cars. Contact the garage staff to coordinate having this service completed.

Marked Vehicle Requests

Often there is a need for Officers and Sergeants to request the use of marked patrol cars for special events or operations. These events include DUI operations and special events through SEU. When there is a request for the use of vehicles have the request put in writing in an email or word document. The request should include the following.

- The type of vehicles that will be needed (car, wagon etc.)
- The date and time of use.
- Document the reason for use.
- Email the request to the garage staff and have units check vehicles out from them.
- **Cinco De Mayo** - Coordinate with TEU to determine how many cars they will need for diversion. Swing shift may have to double up in a car so you can hold cars for Early Mids. (Foothill divisions swings need to ride solo for maximum patrol cars for diversion)
 - Early Day cars can be used for early Mid assignments as well

Unmarked Vehicle Requests

Officers that are requesting to use an unmarked vehicle will contact the METRO commander to utilize there unmarked cars. Any other requests of unmarked cars will go through R&D.

Flares / Cones

When the department starts to run low on its supply of flares and cones it will be the responsibility of the fleet manager to order and facilitate the delivery of these supplies to the department

- Cones will be ordered from Bay Area Barricades Service. Orders should be for 400 18" 3lb cones with 4in reflective collar. "SJPD" will be on each cone. Cones will also be ordered for the CSOs at the substation as needed. Cone orders for the CSOs should go on a separate purchase request.
- When cones are delivered they will be stacked in the 100 parking lot near the ramp to the second deck.
- Flares will be ordered from Orion Safety Products. Odrders should be for 120n cases of 30 min Spikeless Wax Flares. Flares will also be ordered for the CSOs at

the substation as needed. Flare orders for the CSOs should go on a separate purchase request.

- All flares will be stored in the grey and yellow metal storage containers located by motorcycle bay.

Emergency Supply Containers [REDACTED]

[REDACTED]
[REDACTED] [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Police Vehicle Collisions

When a police vehicle is involved in a collision BFO Admin personnel with keep track of information from the case. This will help the command staff properly investigate the event and forward the information to Internal Affairs if needed.

- Check Watch Commanders entry daily for San Jose Marked Police car accidents.
- Compare the information from the watch logs with case management in Versadex. Log into Versadex and sign into the handle “HDCBFO.” This will give you all of the collision reports involving city vehicles.
- Cut and Paste entry onto email for PD Garage personnel : David Mesa
- Go into BFO COMMON file in G:drive and look for ‘Ofc Accidents’. Go into OICC (YEAR) and enter date, officer involved, badge #, case #, investigating SGT.

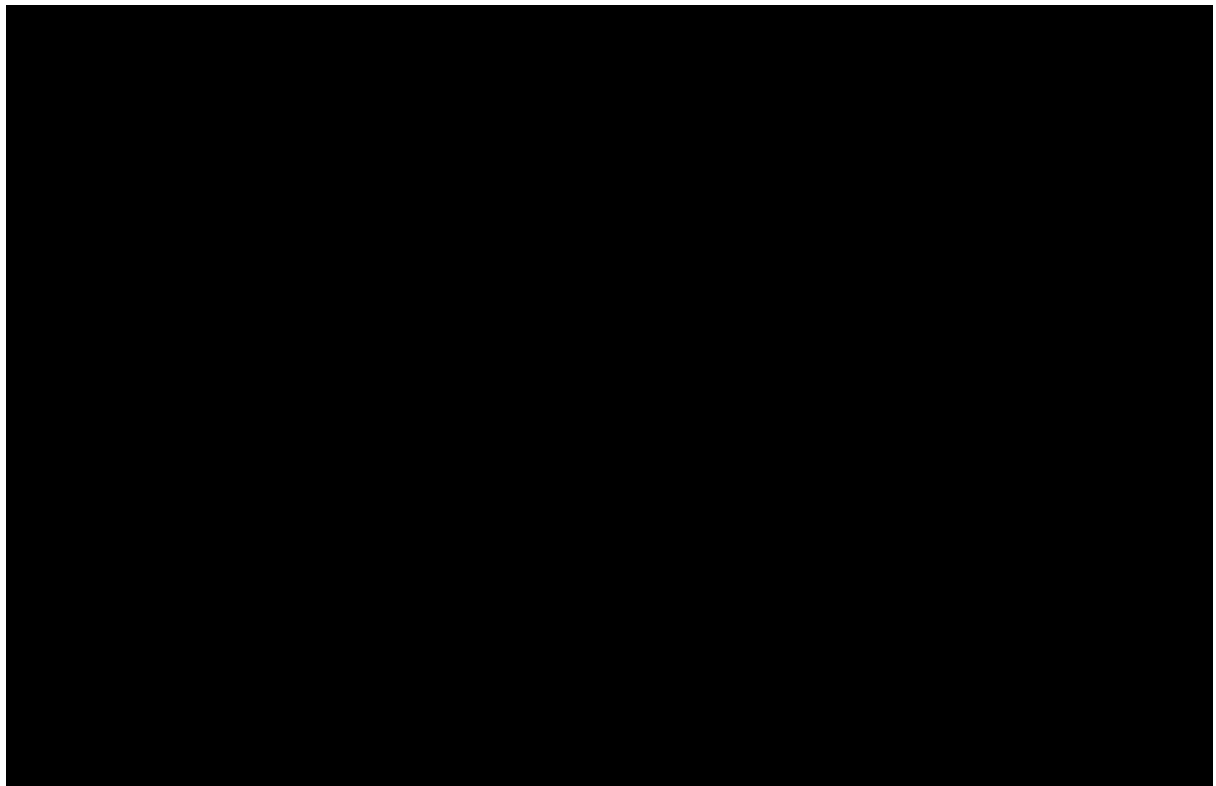
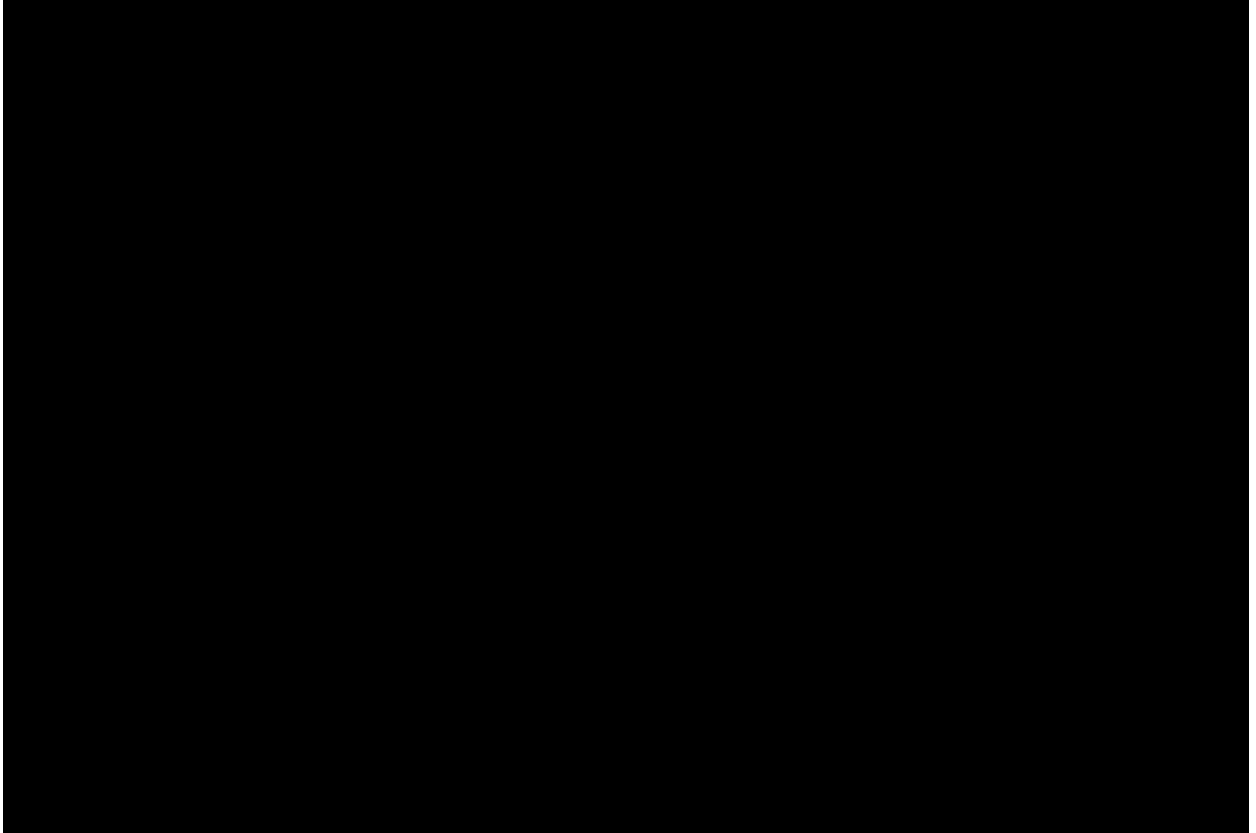
Pursuit and Non Pursuit Tracking

BFO Admin personnel have the responsibility of tracking and retaining all documentation pertaining to Department Pursuits and Non-Pursuits. Pursuit information can be obtained directly from the investigating Sergeant or after it has completed its course through the chain of command from the BFO Chief’s Office Specialist.

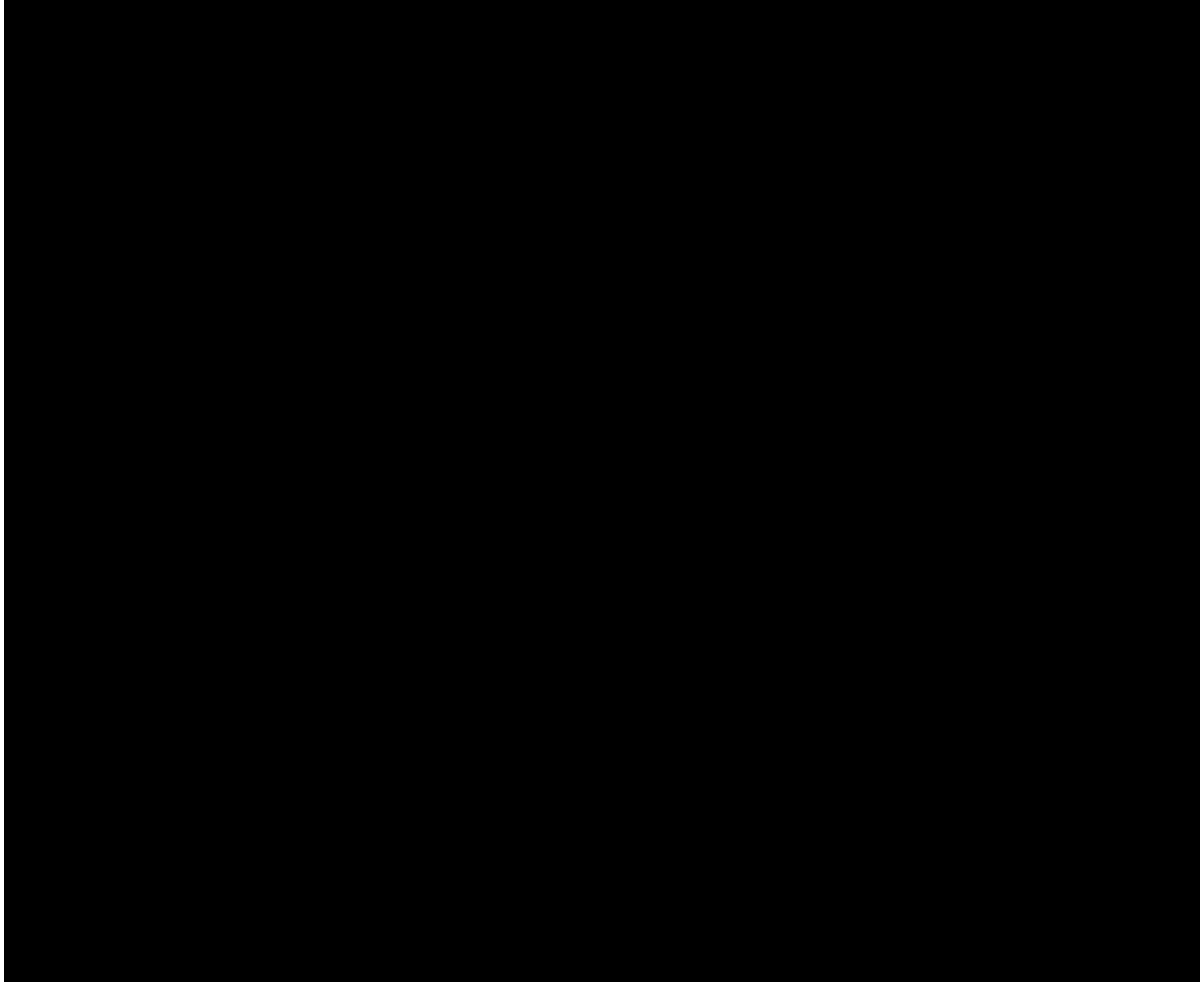
It is imperative that the “CHP-187” is sent to the CHP via email [REDACTED]

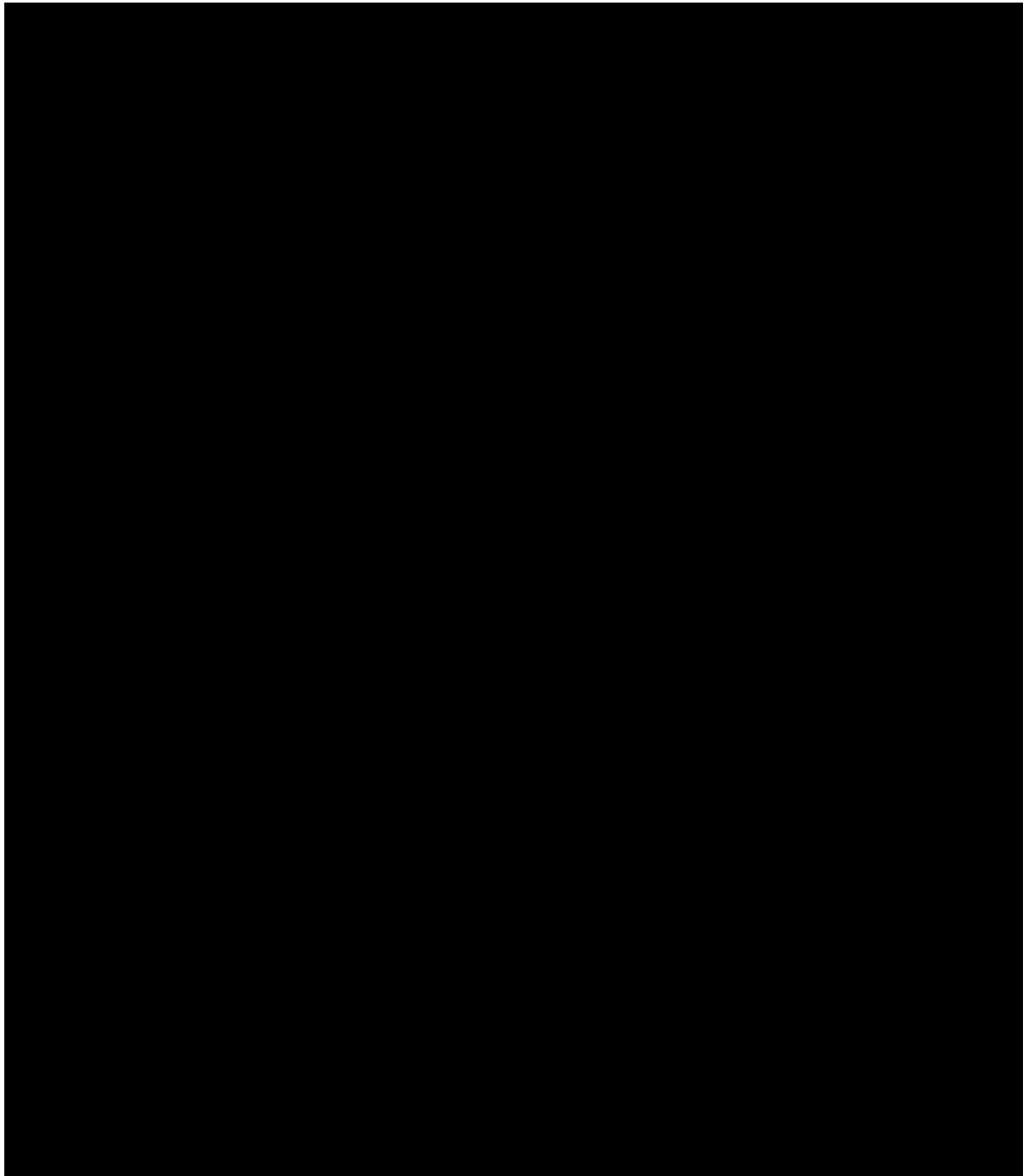
[REDACTED]
[REDACTED]).

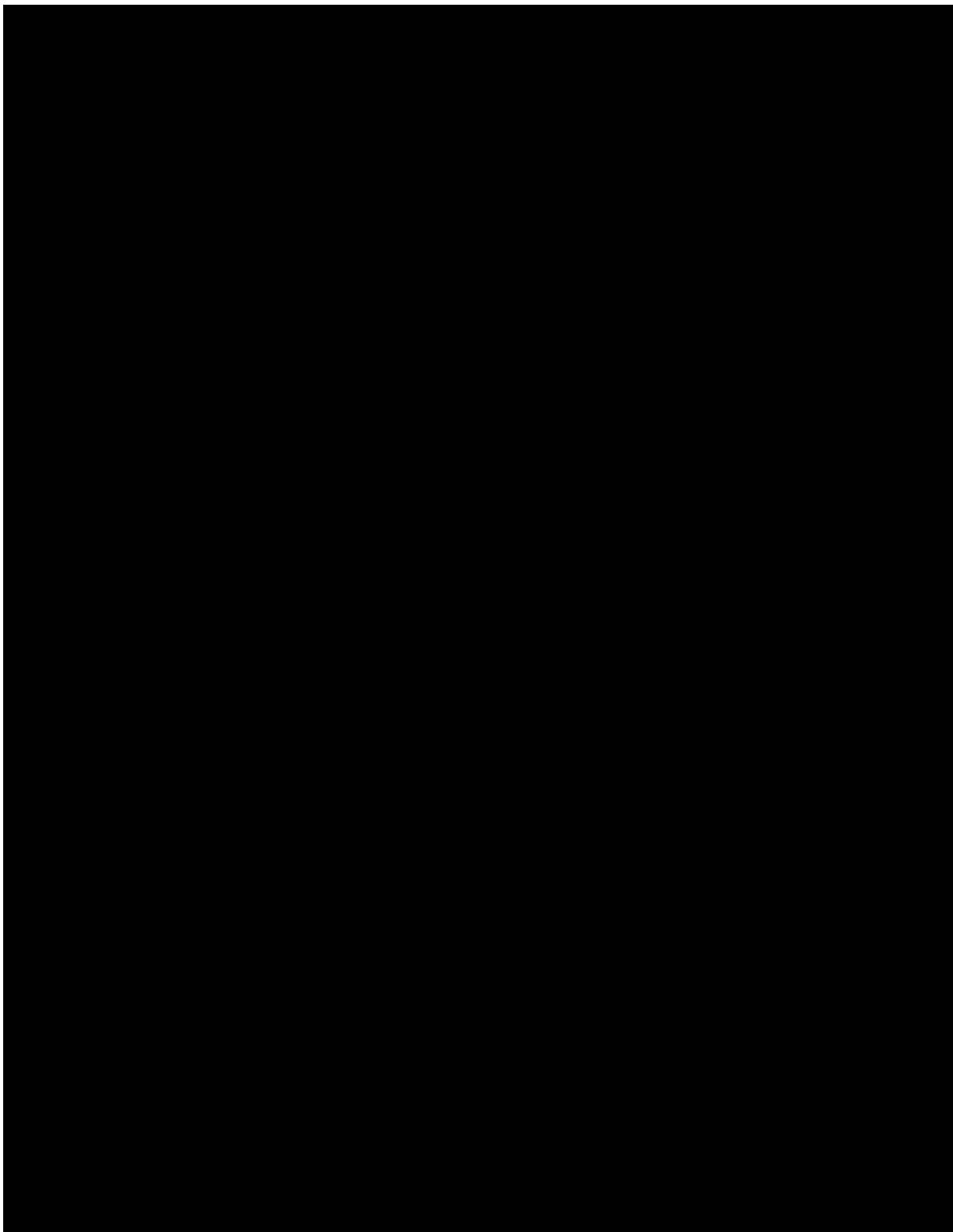
Appendix A:



Sample of Master Fleet Report







Appendix B:

[REDACTED]

[REDACTED]

[REDACTED]
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[REDACTED]

[REDACTED]

[REDACTED] [REDACTED]

***Will need to go down once a month
to pay for K9 car washes with P-Card.
Write Vehicle # on receipt.**

[Area left intentionally blank.]



Bureau of Field Operations

Bureau of Field Operations

BFO Admin Unit Guidelines

Section #3 Miscellaneous:

Watch Guidelines:

The BFO Watch Guidelines are an important resource for BFO Personnel and are referenced frequently. Each shift, the Guidelines should be evaluated for accuracy and current policy. After necessary changes are made, they are published Department-wide shortly after each Patrol Shift Change.

Periodically, updates are necessary to the BFO Watch Guidelines. To that end, a copy of each Shift's BFO Watch Guidelines as well as subsequent, updated copies will be stored [REDACTED]

Each copy will be named numerically by Shift and version (i.e. version 30, 30.1, 30.2, 30.3, etc). When accessing the Watch Guidelines folder, please always reference the latest, most current version available. Also remember to change the Updated Date field on Page #1 of the Guidelines when making and saving changes.

Refer to Appendix, Item #18 for a copy of the BFO Watch Guidelines.

Lieutenant Preference Forms:

Each shift, the BFO Deputy Chief evaluates potential movement of command personnel within the Bureau. Additionally, the other Bureau chiefs, along with the Chief's Office, evaluates potential movement throughout the Department at the command level. The Lieutenant Preference Form is utilized when considering placement of Lieutenants throughout the Department, to include Patrol.

The Lieutenant Preference Form can be found in the G Drive/BFO Admin folder under Forms & Templates. Any edits to the form requires a password: Admin. Otherwise, the form can be emailed or forwarded in its current Read-Only format. This allows users to utilize the form's drop down menus without changing or modifying the form from its original format.

Typically, the BFO Administrative Unit Commander will distribute and collect the Lieutenant Preference Forms via email to Patrol Lieutenants. A deadline will be provided to insure the forms are collected in a timely manner and readily available when the Department Chiefs meet to make any movement decisions.

Refer to Appendix, Item #19 for a copy of the Lieutenant Preference Form.

Passwords

[REDACTED]

Admin TV

The BFO Admin Unit manages Admin TV, BFO Channel. The purpose of Admin TV is to message important training tips or vital information to Patrol. The slides are displayed on all televisions in the PAC, 3rd Floor Briefing Room on a rotating basis.

It is always best to have the requestor create their own slide for Admin TV in Microsoft PowerPoint and submit the final draft for review prior to publication. PDF Instructions on how to create a slide can be found in the [G Drive/BFO Common, How to Create Admin TV Slides](#). These instructions can be emailed as an attachment to any requestor within the Department.

All requests to post a slide on Admin TV should be forwarded to Officer John Reinert in the Video Unit.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

How to Set Up BFO Info from MDC

Occasionally, field Commanders contact BFO Admin for assistance in completing BFO INFO Reports from their vehicle's MDC.

Police Memorial

Each year, in the month of May, the City of San Jose and the San Jose Police Department participate in the observance of Peace Officer Memorial Day, May 15th, and National Police Week, also in the middle of May. The holidays were created to honor peace officers who have paid the ultimate sacrifice for our safety.

On the designated day in May, the San Jose Police Department holds an annual Police Memorial for the fallen members of our own San Jose Police family. Surviving family members of those fallen officers are invited to attend. The event is coordinated by BFO Admin along with the Ceremonial Unit Commander as well as the Police Officer's Association. In 2013, on May 30th, the Police Memorial Ceremony was moved from City Hall and held at the San Jose Police Department.

Refer to Appendix, Item #23 for a sample Police Memorial Operational Plan.



Bureau of Field Operations

BFO Admin Unit Guidelines

Bureau of Field Operations

Section #4 Appendix:

1. **BFO Admin, Duty Manual A 1700-Bureau of Field Operations**
2. **BFO Message Center Procedure Manual**
3. **Principal Office Specialist Procedure Manual**
4. **Lieutenant Patrol Overtime**
5. **Request for Bereavement Leave**
6. **Employee Injury Reference Guide**
7. **BFO Modified Duty Personnel Guidelines, BFO Memo 13-021**
8. **FMLA Packet**
9. **Military Leaves, Duty Manual S2705 and 2705.5, Memo 2007-00, Military Leave, City Policy Manual, Section 4.2.2, and Leave of Absence Request**
10. **Returning Officer Checklist**
11. **Funeral Guideline, Memo 2001-12, February 20, 2001**
12. **Use of Ride-Along Forms (201-13 and 201-13b), January 29, 2002, and Ride Along Participants, Memo 2001-16, March 27, 2001**
13. **Advanced Education and/or Training, DM S1900**
14. **Shift Trade Request Form**
15. **Shift Change Timeline**
16. **Shift Change/Shift Bid Work Flow Worksheet**

17. **Holiday Time Off and Staffing Procedure, Memo, September 26, 2014**
18. **BFO Watch Guidelines, March 15, 2015.**
19. **Lieutenant Preference Form**
20. **How to Create Admin TV Slides- Instructions**
21. **12 Kv Shutdown (Planned Power Outage), Operational Plan, Oct. 21, 2012**
22. **How to Set Up BFO INFO to Transmit Notifications from MDC-
Instructions**
23. **Police Memorial Operational Plan 2015**

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