

DA-1 (12/12)





# TULARE COUNTY SHERIFF'S DEPARTMENT FIELD INFORMATION SHEET



I.D. # ACCOUNT # PROP BOX #

NAME (LAST, FIRST, MIDDLE) A.K.A.'S: DOB:

ADDRESS: CITY: ZIP: ST: YRS/MOS PLACE OF BIRTH: PHONE:

RACE: AGE: SEX: HGT: WGT: HAIR: EYES: ETHNICITY: SOC. SEC. NO. DRIVER'S LIC. ST.

EMPLOYER: (NAME, ADDRESS) PHONE: OCCUPATION:

TATTOOS / SCARS / MARKS: GANG AFFILIATION: INVOLVED IN TRAFFIC ACCIDENT: YES NO  
PHYSICAL FORCE USED TO ARREST: YES NO  
CAROTID RESTRAINT PLACED: YES NO

MEDICAL PROBLEMS / ATTENTION GIVEN: MEDICATIONS: SUICIDAL STATEMENTS / ACTIONS:

ARREST TYPE: FEL MISD WARR OPEN COMMITMENT REMAND REMOVAL ORDER DETOX CASE NO. BLOOD ALCOHOL

CHARGES CODE / SECTION FRESH WARR WARRANT / CASE NO. COURT BAIL LBS. / OZS. WATCH: RINGS: NECKLACE:

KEYS: DRIVERS LIC: PURSE: WALLET: S.S. CARD: KNIFE: GLASSES: MONEY: SHIRT: PANTS: SHOES:

CLOTHING TAKEN AS EVIDENCE: MISCELLANEOUS PROPERTY:

ON POSSESSION CHARGES INDICATE WEIGHT OF NARCOTICS FOUND TO INSURE CORRECT BAIL.

ARRESTING AGENCY: OFFICER AND JALAN I.D. # LOCATION OF ARREST: DATE / TIME: TRANSPORTING OFFICER AND JALAN I.D. #

RECEIVING OFFICER AND JALAN I.D. # VEHICLE TOWED TO: LICENSE NO: YEAR: MAKE: MODEL: COLOR:

ADDITIONAL HOLDS: C.D.C. # PAROLE AGENT: JALAN I.D. #

PROBABLE CAUSE DECLARATION (In compliance with PC 964 and PC 293)

ON 7.7.19 SUBJECT WAS THE DRIVER IN A HIGH SPEED PURSUIT IN THE CITY OF DINUBA. THE VEHICLE CAME TO A STOP AT WHICH TIME THE SUSPECT FLED ON FOOT THROUGH INVESTIGATION HE WAS IDENTIFIED AS THE DRIVER. ON 7.10.19 THE SUSPECT RETURNED THE PD TO TURN HIMSELF IN ON THE OUTSTANDING WARRANT.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

EXECUTED ON: 7.10.19 AT TULARE COUNTY, CALIFORNIA BY: R. CLIFTON BADGE#: 2116

ON THE BASES OF THE FOREGOING I HEREBY ORDER THAT  
— DECLARATION — THERE IS  
— ATTACHED REPORTS — THERE IS NOT  
— TELEPHONE DECLARATION — PROBABLE CAUSE TO BELIEVE THIS ARRESTEE HAS COMMITTED A CRIME

DATE: TIME: MAGISTRATE: TELEPHONE OR TELEFAX PROCEDURE WAS COMPLETED BY:

P.C.'S ARE NEEDED FROM WEDNESDAY MIDNIGHT TO SUNDAY NOON (EXCEPT HOLIDAYS)

JAIL RECORD - ORIGINAL - WHITE ARRESTING OFFICER - COPY - GREEN INMATE - COPY - GOLDENROD



1354502  
Control No.

## WARRANT OF ARREST

1354502  
Control No.

S- JUL 10 2019

COUNTY OF TULARE, STATE OF CALIFORNIA

Cardenas DPD

VISALIA DKT# VCM369186

Court

(Name of Superior, Municipal, Justice Court)

\*( ) FELONY

(X) MISDEMEANOR

( ) INFRACTION

\*( ) ARMED/DANGEROUS

BENCH WARRANT ( )

(ADDRESS)

THE PEOPLE OF THE STATE OF CALIFORNIA - PLAINTIFF VS.

Defendant - Name (Last, First Middle) :

Date of Birth

Sex F ( ) Female

AKA

Weight

Height

Address - Street

City

CA

State

Zip

Business Address

Driver's License No.

State CA

Soc. Sec. No.

Vehicle License No.

State

Make

Year

## HAIR

BR ( ) Brown

BN ( ) Blonde

SN ( ) Sandy

BK (X) Black

RD ( ) Red/Auburn

GY ( ) Gray

WH ( ) White

OO ( ) Bald

## EYES

BR (X) Brown

BK ( ) Black

GR ( ) Green

BL ( ) Blue

HZ ( ) Hazel

RD ( ) Red

GY ( ) Gray

## RACE

W ( ) Caucasian

M ( ) Mexican

J ( ) Japanese

N ( ) Negro

I ( ) Am. Indian

L ( ) Latin

C ( ) Chinese

O ( ) Other

## ORIGINAL VIOLATION(S) CHARGED

VC23152(b) w/pr(s) VC14601.2(a) Bench Warrant: Fail Report to Jail NO BAIL

## FTA DATE

05/15/2019

THE PEOPLE OF THE STATE OF CALIFORNIA, TO ANY PEACE OFFICER:

A declaration under oath having been filed alleging that the above named defendant violated :

- ( ) \_\_\_\_\_
- ( ) \_\_\_\_\_
- ( ) 40508 (a) Vehicle Code, Failure to appear in accordance with written promise on Traffic Citation.
- ( ) 40508 (b) Vehicle Code, Failure to pay Fine after Traffic Offense conviction.
- ( ) 1320(a)/1320(b) Penal Code, Failure to appear in accordance with own recognizance release.
- ( ) 853.7 Penal Code, Failure to appear in accordance with written promise on Misdemeanor Citation.
- ( ) 166.4 Penal Code, Willfully disobeyed a lawful order of the above entitled court to pay fine or to \_\_\_\_\_
- ( ) 979 Penal Code, Failure to appear after release on Bail.
- ( ) 1205 Penal Code, Failure to pay Fine.
- ( ) 1203.2 (a) Penal Code, Violation of Probation: \_\_\_\_\_
- ( ) \_\_\_\_\_

You are commanded forthwith to arrest the defendant and bring him before a judge of the above entitled court or, if arrested in another country, before a magistrate of that county if so requested by the defendant.

If the offense charged is a misdemeanor or infraction, this warrant may be served between 6 a.m. and 10 p.m. unless endorsed for the night service or at any time if served in a public place.

\* ( ) May be served at night (840 P.C.)

(X) Defendant is to be admitted to BAIL (815 PC) in the amount of \$

Signature of Magistrate for night service

( ) Bail may be forfeited

( ) Mandatory appearance required

\* ( ) Defendant may be released on signed promise to appear (818/853.6 P.C.)

## DINUBA POLICE DEPARTMENT

Case / Cite No. Law Enforcement Agency filing complaint

Signature of Magistrate or Clerk

Date

WARRANT

REVIEW: \_\_\_\_\_ Years \_\_\_\_\_ Days ( ) Unlimited

WG WALTER GORELICK

Print or type name of Magistrate

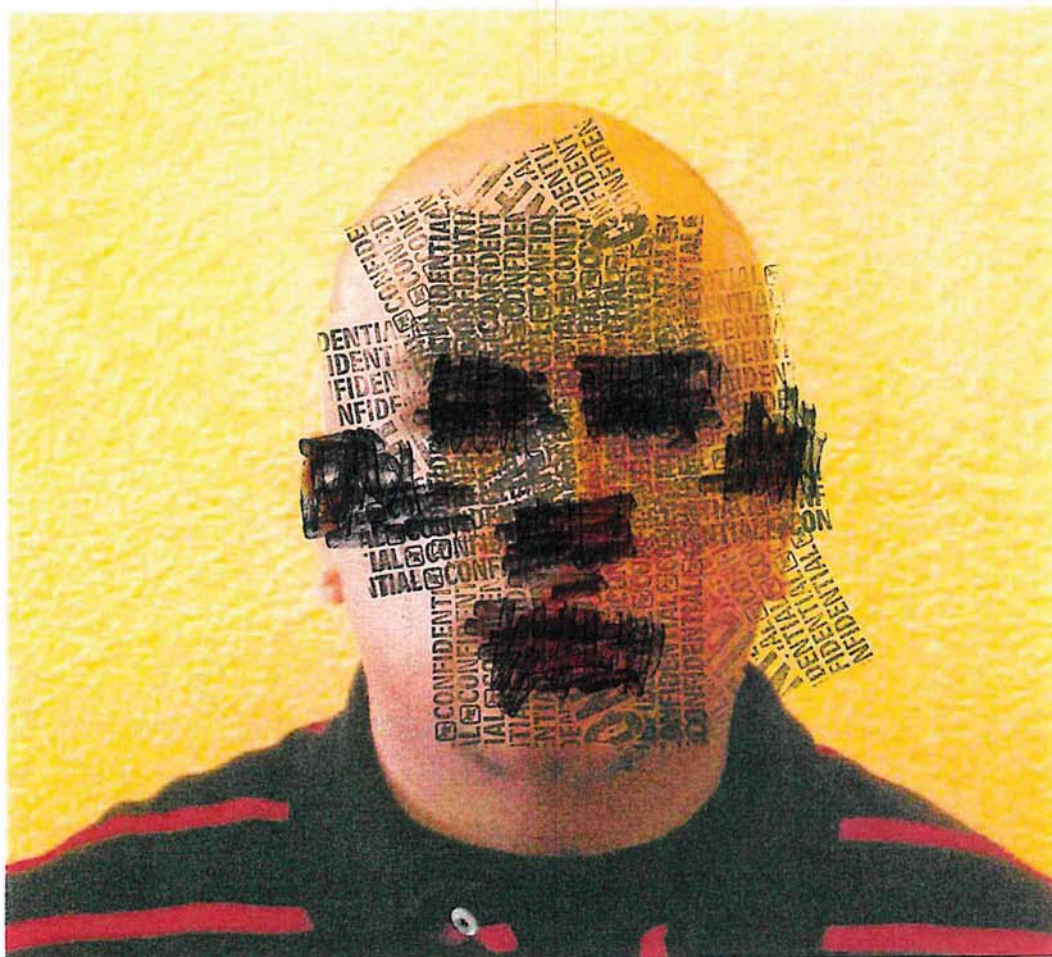
Court Code

Ryan Clifton

---

From: [REDACTED]  
Sent: Monday, July 08, 2019 9:15 AM  
To: [REDACTED]  
Subject: [REDACTED]

Address: [REDACTED]



Best Regards,

[REDACTED]  
Human Resources Manager  
Full Steam Staffing  
2121 S Haven Ave.  
Suite 100  
Ontario CA 91761

[REDACTED]  
909.947.3755 x 309 office



**FULL STEAM  
STAFFING**





DINUBA POLICE DEPT.  
680 S. ALTA AVENUE  
DINUBA, CALIFORNIA 93618  
PHONE (559) 591-5914

# Property\Evidence Receipt

DF1902030

Case Number

FAX (559) 591-5920

Description: 2800.2(A) TRAFFIC VIOLATIONS MOVING

OTHER

Report Date : 07/07/19

No 01	Officer Applied Number	Officer R.CLIFTON	Involvement EVIDENCE	Recovered From Stolen	Recover Date //	Value \$ 0.00	Entered 07/12/2019
	Quantity 8	Name CHECK STUB	Make	Model	Primary Color WHITE	Trim Color	Year / Age
	Serial	License or OAN	CLETS Number	Gun Type	Barrel Length	Gun Stock	
	Misc Information 7 CHECK STUBS LOCATED IN THE ROADWAY, 1 CHECK STUB LOCATED IN THE VEHICLE						Bin Location
	Owner	DOB	Involvement SUSPECT 02	Owner phone	Address		
No 02	Officer Applied Number	Officer R.CLIFTON	Involvement EVIDENCE	Recovered From Stolen	Recover Date //	Value \$ 0.00	Entered 07/12/2019
	Quantity 2	Name PAPER WORK	Make	Model	Primary Color WHITE	Trim Color	Year / Age
	Serial	License or OAN	CLETS Number	Gun Type	Barrel Length	Gun Stock	
	Misc Information TIME SHEET AND PHOTO ID CARD OBTAINED FROM BRANDT FARMS						Bin Location
	Owner	DOB	Involvement	Owner phone ( ) -	Address		
No 03	Officer Applied Number	Officer R.CLIFTON	Involvement EVIDENCE	Recovered From Stolen	Recover Date //	Value \$ 0.00	Entered 07/12/2019
	Quantity 1	Name PAPERWORK	Make FULL STEAM STAF	Model	Primary Color	Trim Color	Year / Age
	Serial	License or OAN	CLETS Number	Gun Type	Barrel Length	Gun Stock	
	Misc Information EMAIL RECIEVED FROM FULLSTEAM STAFFING IN REGARDS TO RODRIGUEZ						Bin Location
	Owner	DOB	Involvement	Owner phone ( ) -	Address		

ITEM(S)	DATE	RELINQUISHED BY	RECEIVED BY	PURPOSE OF CHAIN OF CUSTODY
1, 2, 3	7-12-19	R. CLIFTON		

Date Printed : 07/12/19

SIGNATURE

SIGNATURE

Page No. 1 Of 1

DINUBA POLICE DEPARTMENT  
680 South Alta Avenue  
Dinuba, CA 93618

Certificate of Release

As required by the provisions of penal code section 852.6 (as amended by stats. 1970, ch 1603), I hereby certify that the taking into custody of:

[REDACTED] ( [REDACTED] ) by the Dinuba Police Department.  
subject's name

[REDACTED] [REDACTED] was released on [REDACTED]  
subject's name date

by the Dinuba Police Department pursuant to the provisions of: paragraph (1) of subdivision (B) of penal code section 849/paragraph (3) of subdivision (B) of penal code section 849, pertinent portions of which appear on the lower portion of this certificate.

Signed [Signature] 2116  
Title POLICE OFFICER  
Supervisor's Int. TA

Penal Code 849 Provides In Part

(A) When an arrest is made without a warrant by a peace officer or private person, the person arrested, or not otherwise released, shall, without unnecessary delay, be taken before the nearest or more accessible magistrate in the county in which the offense is triable, and a complaint stating the charge against the arrested person shall be laid before the magistrate.

(B) Any peace officer may release from custody, instead of taking such person before a magistrate, any person arrested without a warrant whenever:

- (1) He is satisfied that there are insufficient grounds for making a criminal complaint against the person arrested.
- (2) The person arrested was arrested for intoxication only, and no further proceedings are desirable.
- (3) ~~The person was arrested only for being under the influence of a narcotic, drug, or restricted dangerous drug and such person is delivered to a facility or hospital for treatment and no further proceedings are desirable.~~

(C) Any record of arrest of a person released pursuant to paragraph (1) and (3) of subdivision (b) shall include a record of release. Therefore, such arrest shall not be deemed an arrest, but a detention only.



# BOOKING RECORD DINUBA POLICE DEPT.

Arresting Officer <b>R. CLIFTON</b>	Booking Officer <b>J. GUZMAN</b>	Transport Officer <b>R. CLIFTON</b>	Booking No. <b>DJ1900502</b>	Case No. <b>DF1902030</b>	Cell Location
Booking Type <b>ARREST</b>	Adult / Juvenile <b>ADULT</b>	Arrest Date <b>07/07/19</b>	Arrest Time <b>0246</b>	Booking Date <b>07/07/19</b>	Booking Time <b>0312</b>
Location Of Arrest <b>272</b>	<b>GLORIA</b>	<b>AVENUE,</b>	<b>DINUBA</b>		
Location Of Crime					

Arrestee's Name (Last, First, Middle)			Nickname		
Arrestee's Address (Number Street)			State <b>CA</b>	ZIP	
Mail or Other Address			PO Box	State	ZIP
Sex <b>M</b>	Race <b>M</b>	Height <b>5'10"</b>	Weight <b>180</b>	Hair <b>BROWN</b>	Eyes <b>BROWN</b>
Date Of Birth <b>07/07/19</b>		ID Number		FBI #	Driver's License
Place Of Birth <b>CA</b>		Birth State <b>CA</b>	Citizenship <b>US</b>	State <b>CA</b>	
Additional Identification Characteristics			Occupation <b>COLD STORAGE</b>	Arrestee's Telephone <b>( ) -</b>	Other Address Telephone <b>( ) -</b>
<b>TATTOO</b>					



VEHICLE							
Vehicle Disposition	Tow Company	License Number	State	Year	Make	Model	Style Color

CHARGES / WARRANTS						
Offense	Bail	Warrant Date	Warrant Number	Court	Judge	

## \* FOR MISDEMEANOR OFFENSES ONLY \*

- Yes / No REASON CITATION RELEASE WAS DENIED - 853.6 (j) P.C.
- The person arrested was so intoxicated that he/she could have been a danger to him/herself or to others.
  - The person arrested required medical examination or medical care for his/her own safety.
  - The person was arrested under one or more of the circumstances listed in sections 40302 and 40303 of the Vehicle Code.
  - There were one or more outstanding arrest warrants for the person.
  - The person could not provide satisfactory evidence of personal identification.
  - The prosecution of the offense or offenses for which the person was arrested or the prosecution of any other offense or offenses would be jeopardized by immediate release of the person arrested.
  - There was a reasonable likelihood that the offense or offenses would continue or resume, or that the safety of the persons or property would be imminently endangered by release of the person arrested.
  - The person arrested demanded to be taken before a magistrate or refused to sign the notice to appear.
  - There is reason to believe that the person would not appear at the time and place specified in the notice.

## BOOKING RELEASE INFORMATION

Yes / No	Yes / No
Citation to appear	Transferred to Juvenile Hall
Posted Bond or Bail	Released 849b PC
Released by Judge	Released to Parent or Guardian
Transferred to County Jail	Released to other Agency

Release Comments	
Release Date/Time <b>07/07/19</b>	Appearance Date/Time <b>//</b>
Search By <b>J. GUZMAN</b>	Photos Taken
Hold Placed For	Photos By <b>J. GUZMAN</b>
Parole / Probation <b>NO</b>	Prints Taken
	Prints By <b>J. GUZMAN</b>
	Warrant Check By <b>T. RAMIREZ</b>
	Sobriety <b>SOBER</b>
	Medically Acceptable <b>YES</b>
	Hazard

## NARRATIVE



# Dinuba Police Department

## Dinuba PD Policy Manual

### *Report Preparation*

---

#### **323.3.1 GENERAL POLICY OF HANDWRITTEN REPORTS**

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

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

#### **323.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS**

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

#### **323.4 REPORT CORRECTIONS**

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should return the report to the officer stating the reasons for rejection. The report should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner and in compliance with section 323.3 General policy of expeditious reporting. The officer shall return the report back to the original approving sergeant.

#### **323.5 REPORT CHANGES OR ALTERATIONS**

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

##### **323.5.1 REQUEST FOR FURTHER**

Supervisors shall assign any of the following request to the initial or investigating officer for follow-up. The officer shall have 14 calendar days to complete the follow-up unless directed otherwise and resubmitted to the originating supervisor for approval.

- (a) District Attorney request for further
- (b) Suspected child abuse reports (SCAR)
- (c) Suspected elder abuse reports
- (d) Mineral King Laboratory Toxicology reports



## Investigation and Prosecution

### 600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

### 600.2 POLICY

It is the policy of the Dinuba Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

### 600.3 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

#### 600.3.1 AUDIO/VIDEO RECORDINGS

Any custodial interrogation of an individual who is suspected of having committed any violent felony offense should be recorded (audio or video with audio as available) in its entirety. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Investigative Bureau supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

#### 600.3.2 MANDATORY RECORDING OF ADULTS

Any custodial interrogation of an adult who is suspected of having committed any murder shall be recorded in its entirety. The recording should be video with audio if reasonably feasible (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

- (a) Recording is not feasible because of exigent circumstances that are later documented in a report.



# Dinuba Police Department

## Dinuba PD Policy Manual

### *Investigation and Prosecution*

---

- (b) The suspect refuses to have the interrogation recorded, including a refusal any time during the interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.
- (c) The custodial interrogation occurred in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.
- (d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed murder.
- (e) The interrogation would disclose the identity of a confidential informant or would jeopardize the safety of an officer, the individual being interrogated or another individual. Such circumstances shall be documented in a report.
- (f) A recording device fails despite reasonable maintenance and the timely repair or replacement is not feasible.
- (g) The questions are part of a routine processing or booking, and are not an interrogation.
- (h) The suspect is in custody for murder and the interrogation is unrelated to a murder. However, if any information concerning a murder is mentioned during the interrogation, the remainder of the interrogation shall be recorded.

The Department shall maintain an original or an exact copy of the recording until a conviction relating to the interrogation is final and all appeals are exhausted or prosecution is barred by law (Penal Code § 859.5).

#### **600.4 INITIAL INVESTIGATION**

##### **600.4.1 OFFICER RESPONSIBILITIES**

An officer responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
  - 1. An initial statement from any witnesses or complainants.
  - 2. A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the officer shall:
  - 1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
  - 2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
  - 3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Watch Commander.
  - 4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.



# Dinuba Police Department

## Dinuba PD Policy Manual

### Investigation and Prosecution

---

5. Collect any evidence.
  6. Take any appropriate law enforcement action.
  7. Complete and submit the appropriate reports and documentation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

#### 600.4.2 NON-SWORN MEMBER RESPONSIBILITIES

A non-sworn member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

#### 600.5 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

- (a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.
- (b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.
  1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
  2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.
- (c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.
- (d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.
- (e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.
- (f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

# Dinuba Police Department

## Dinuba PD Policy Manual

### *Investigation and Prosecution*

---

#### **600.6 COMPUTERS AND DIGITAL EVIDENCE**

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

#### **600.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES**

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment. Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and the Criminal Organizations policies).

##### **600.7.1 ACCESS RESTRICTIONS**

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.



# Dinuba Police Department

Dinuba PD Policy Manual

## Investigation and Prosecution

---

### 600.7.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

### 600.8 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Division Commander or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

### 600.9 CELLULAR COMMUNICATIONS INTERCEPTION TECHNOLOGY

The Support Services Division Commander is responsible for ensuring the following for cellular communications interception technology operations (Government Code § 53166):

- (a) Security procedures are developed to protect information gathered through the use of the technology.
- (b) A usage and privacy policy is developed that includes:
  - 1. The purposes for which using cellular communications interception technology and collecting information is authorized.
  - 2. Identification by job title or other designation of employees who are authorized to use or access information collected through the use of cellular communications interception technology.
  - 3. Training requirements necessary for those authorized employees.
  - 4. A description of how the Department will monitor the use of its cellular communications interception technology to ensure the accuracy of the information collected and compliance with all applicable laws.
  - 5. Process and time period system audits.
  - 6. Identification of the existence of any memorandum of understanding or other agreement with any other local agency or other party for the shared use of cellular communications interception technology or the sharing of information collected through its use, including the identity of signatory parties.
  - 7. The purpose of, process for and restrictions on the sharing of information gathered through the use of cellular communications interception technology with other local agencies and persons.
  - 8. The length of time information gathered through the use of cellular communications interception technology will be retained, and the process the local agency will utilize to determine if and when to destroy retained information.

Members shall only use approved devices and usage shall be in compliance with department security procedures, the department's usage and privacy procedures and all applicable laws.

## Search and Seizure

### 312.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Dinuba Police Department personnel to consider when dealing with search and seizure issues.

### 312.2 POLICY

It is the policy of the Dinuba Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

### 312.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.



# Dinuba Police Department

Dinuba PD Policy Manual

## Search and Seizure

---

### **312.4 SEARCH PROTOCOL**

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

- (a) Members of this department will strive to conduct searches with dignity and courtesy.
- (b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.
- (c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- (d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
- (e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
  1. Another officer or a supervisor should witness the search.
  2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

### **312.5 DOCUMENTATION**

Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

## Standards of Conduct

### 321.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Dinuba Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

### 321.2 POLICY

The continued employment or appointment of every member of the Dinuba Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

### 321.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

#### 321.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.



# Dinuba Police Department

## Dinuba PD Policy Manual

### *Standards of Conduct*

---

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

#### **321.3.2 SUPERVISOR RESPONSIBILITIES**

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

#### **321.3.3 SUPERVISOR'S FILE**

The Supervisor's file (mauve file) shall be used to document any of the following:

- Superior performance by a subordinate, where the incident may not warrant a formal commendation.
- Any incident which indicates a need for additional training.
- Any incident where the employee's conduct warrants counseling.

The supervisor shall ensure that the employee is made aware of any entry that is placed in the Supervisor's file. This can be accomplished by having the employee sign or initial the entry, or by the employee acknowledging the entry via email. If the employee refuses to sign or initial the entry or acknowledge the entry via email, the supervisor shall sign and date the time of such refusal on the entry.

#### **321.4 GENERAL STANDARDS**

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and California Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

# Dinuba Police Department

## Dinuba PD Policy Manual

### Standards of Conduct

---

#### **321.5 CAUSES FOR DISCIPLINE**

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service:

##### **321.5.1 LAWS, RULES AND ORDERS**

- (a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.
- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

##### **321.5.2 ETHICS**

- (a) Using or disclosing one's status as a member of the Dinuba Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.

##### **321.5.3 DISCRIMINATION, OPPRESSION OR FAVORITISM**

Discriminating against, oppressing or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

##### **321.5.4 RELATIONSHIPS**

- (a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.
- (b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.



# Dinuba Police Department

## Dinuba PD Policy Manual

### *Standards of Conduct*

---

- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
- (d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.
- (e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

#### 321.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without reasonable excuse.

#### 321.5.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member's position with this department.
  - 1. Members of this department shall not disclose the name, address or image of any victim of human trafficking except as authorized by law (Penal Code § 293).
- (b) Disclosing to any unauthorized person any active investigation information.
- (c) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away or appropriating any Dinuba Police Department badge, uniform, identification card or department property for personal use, personal gain or any other improper or unauthorized use or purpose.
- (e) Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

#### 321.5.7 EFFICIENCY

- (a) Neglect of duty.

# Dinuba Police Department

## Dinuba PD Policy Manual

### *Standards of Conduct*

---

- (b) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Department within 24 hours of any change in residence address, contact telephone numbers or marital status.

#### 321.5.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
  - 1. While on department premises.
  - 2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
  - 3. Gambling activity undertaken as part of an officer official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Improper political activity including:
  - 1. Unauthorized attendance while on-duty at official legislative or political sessions.
  - 2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or, on department property except



# Dinuba Police Department

## Dinuba PD Policy Manual

### Standards of Conduct

---

as expressly authorized by City policy, the memorandum of understanding, or the Chief of Police.

- (h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the memorandum of understanding, or the Chief of Police.
- (i) Any act on- or off-duty that brings discredit to this department.

#### 321.5.9 CONDUCT

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.
- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
- (d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (e) Engaging in horseplay that reasonably could result in injury or property damage.
- (f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.
- (g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.
- (h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.
- (i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- (j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
- (k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any memorandum of understanding or contract to include fraud in securing the appointment or hire.
- (l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.
- (m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

#### 321.5.10 SAFETY

- (a) Failure to observe or violating department safety standards or safe working practices.

# Dinuba Police Department

## Dinuba PD Policy Manual

### Standards of Conduct

---

- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off- duty.
- (e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.
- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic collision.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

#### 321.5.11 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.



## CHAPTER 13: DISCIPLINARY PROCEDURES

- A. Policy: The City's policy on disciplinary actions is founded on the premise that the actions are to be corrective, and any disciplinary actions should reinforce and shape employee behavior in the reasonable and necessary direction actualizing the City's goals. The tenure of every employee in the City service shall be based on reasonable standards of personal conduct and job performance. Failure to meet such standards shall be grounds for appropriate disciplinary action, which shall be commensurate with the seriousness of the offense and with due consideration of the employee's prior performance record.

Disciplinary actions should be progressively more severe, however, the response for certain first-time, serious offenses may not be the action usually prescribed as an initial step in the normal progressive discipline process. A serious offense may call for immediate suspension pending further investigation.

- B. Basis for Disciplinary Actions: The City Manager or any appointing authority shall have the power to reprimand, demote, suspend, or discharge employees for cause. Alleged employee actions reported by the City manager or appointing authorities which may result in disciplinary actions shall be investigated to their conclusion by the Department Head directly responsible for said employee. The results of the investigation along with a recommendation of action shall be submitted to the City Manager by the responsible Department Head. If the investigation results in proposed disciplinary action, the normal chain of command and procedures shall be used in rendering said discipline. Department Heads shall discipline only those employees in his/her department. In the absence of a regular Department Head, the City Manager may investigate and render discipline for said department in accordance with the procedures set forth in these Chapters.

Basis for disciplinary actions include, but shall not be limited to, the reasons listed below and in accordance with procedures listed in these Chapters:

1. Fraud in securing appointment.
2. Incompetency.
3. Inefficiency.
4. Inexcusable neglect of duty.
5. Insubordination.
6. Dishonesty.
7. Drunkenness on duty.
8. Intemperance.
9. Addiction to the use of controlled substances.
10. Inexcusable absence without leave.
11. Conviction of a felony or conviction of a misdemeanor involving moral turpitude. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, to a charge of a felony or any offense involving moral turpitude is deemed to be a conviction within the meaning of this section.

12. Immorality.
13. Discourteous treatment of the public or other employees.
14. Improper political activity.
15. Willful disobedience.
16. Misuse of public property or equipment.
17. Violation of these Chapters.
18. Refusal to take and subscribe any oath or affirmation which is required by law in connection with employment.
19. Other failure of good behavior either during or outside of duty hours which is of such a nature that causes discredit to the City.
20. Divulging confidential information to anyone to whom issuance of such information has not been authorized.
21. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age, against the public or other employees while acting in the capacity of a City employee.

C. Types of Discipline: The following procedures shall be followed when, in the judgment of the Department Head, an employee has committed an act or omission that justifies the disciplinary action indicated.

Disciplinary actions may range from informal conversations to formal discharge. A typical progressive sequence of disciplinary actions used by the City is:

1. Counseling
  2. Oral reprimand
  3. Written reprimand
  4. Suspension, Demotion, Termination
- a) Counseling: The immediate supervisor usually counsels the employee. Counseling in a broad sense includes any informal discussion with an employee designed to assist the employee to fully develop his/her skills and abilities. The discussion may include, but shall not be limited to, clarifying standards, setting expectations and areas of concern, seeking information, or problem solving. Counseling is usually the action taken to assist the employee in clarifying the need for improvement.

A written memo, summarizing the interview, shall be prepared by the Department Head and may be given to the employee to clarify verbal agreements and possible behavior change. No record of the counseling is placed in the employee's permanent personnel file unless disciplinary action of at least a written reprimand is later issued on the same problem.
  - b) Oral Reprimand: The oral warning verbally notifies the employee that his/her performance or behavior must be improved. Oral warnings are given by supervisors when counseling has failed to produce the desired changes.



# DINUBA POLICE DEPT.

680 S. ALTA AVENUE  
DINUBA, CALIFORNIA 93618  
PHONE (559) 591-5914  
FAX (559) 591-5920

**DF1902030**

Case Number

PROPERTY / EVIDENCE										Value Taken	\$0.00
NO. 01	Involvement <b>EVIDENCE</b>	Value <b>\$ 0.00</b>	Taken	Evidence <b>YES</b>	Recover	Recover Date <b>//</b>	Officer <b>R.CLIFTON</b>	Entered <b>07/12/2019</b>	BCS Code <b>MISC</b>		
	Quantity <b>8</b>	Name <b>CHECK STUB</b>	Make	Model	Primary Color <b>WHITE</b>	Trim Color	Year / Age	Size / WT / Cal			
	Officer Applied Number	Serial	Lic. Owner Applied No	CLETS Number	Owner <b>SUSPECT</b>	<b>02</b>	Value Taken <b>\$ 0.00</b>				
	Bike	Gears	Wheel Size	Seat Make	Fender	Check No	Bank Branch	Date Written <b>//</b>	Gun Type	Barrel Length	
	Gun Stock										
Misc Information <b>7 CHECK STUBS LOCATED IN THE ROADWAY, 1 CHECK STUB LOCATED IN THE VEHICLE</b>											
NO. 02	Involvement <b>EVIDENCE</b>	Value <b>\$ 0.00</b>	Taken	Evidence <b>YES</b>	Recover	Recover Date <b>//</b>	Officer <b>R.CLIFTON</b>	Entered <b>07/12/2019</b>	BCS Code <b>MISC</b>		
	Quantity <b>2</b>	Name <b>PAPER WORK</b>	Make	Model	Primary Color <b>WHITE</b>	Trim Color	Year / Age	Size / WT / Cal			
	Officer Applied Number	Serial	Lic. Owner Applied No	CLETS Number	Owner		Value Taken <b>\$ 0.00</b>				
	Bike	Gears	Wheel Size	Seat Make	Fender	Check No	Bank Branch	Date Written <b>//</b>	Gun Type	Barrel Length	
	Gun Stock										
Misc Information <b>TIME SHEET AND PHOTO [REDACTED] CARD OBTAINED FROM BRANDT FARMS</b>											
NO. 03	Involvement <b>EVIDENCE</b>	Value <b>\$ 0.00</b>	Taken	Evidence <b>YES</b>	Recover	Recover Date <b>//</b>	Officer <b>R.CLIFTON</b>	Entered <b>07/12/2019</b>	BCS Code <b>MISC</b>		
	Quantity <b>1</b>	Name <b>PAPERWORK</b>	Make <b>FULL STEAM STAF</b>	Model	Primary Color	Trim Color	Year / Age	Size / WT / Cal			
	Officer Applied Number	Serial	Lic. Owner Applied No	CLETS Number	Owner		Value Taken <b>\$ 0.00</b>				
	Bike	Gears	Wheel Size	Seat Make	Fender	Check No	Bank Branch	Date Written <b>//</b>	Gun Type	Barrel Length	
	Gun Stock										
Misc Information <b>EMAIL RECIEVED FROM FULLSTEAM STAFFING IN REGARDS [REDACTED]</b>											

INVESTIGATION	EVIDENCE OBTAINED	SOLVABILITY
<input type="checkbox"/> N = Dusted For Latents	<input type="checkbox"/> N = Finger Prints	<input type="checkbox"/> Y = Was Suspect Arrested
<input type="checkbox"/> N = Tool Marks Noted	<input type="checkbox"/> N = Other Prints	<input type="checkbox"/> Y = Can Suspect Be Named
<input type="checkbox"/> N = Vehicle / Shoe Tracks	<input type="checkbox"/> N = Weapon / Tools	<input type="checkbox"/> Y = Can Suspect Be Located
<input type="checkbox"/> N = Photo Impressions Taken	<input type="checkbox"/> N = Vehicle	<input type="checkbox"/> Y = Can Suspect Be Ident.
<input type="checkbox"/> Y = Scene Photographed	<input type="checkbox"/> Y = Photos	<input type="checkbox"/> Y = Witness To Crime
<input type="checkbox"/> N = Photo(s) Of Victim Taken	<input type="checkbox"/> N = Hair	<input type="checkbox"/> N = Significant M.O. Present
<input type="checkbox"/> N = Diagram Of Scene	<input type="checkbox"/> N = Stains	<input type="checkbox"/> N = Property Traceable
<input type="checkbox"/> Y = Neighbors Contacted	<input type="checkbox"/> N = Blood / Semen	<input type="checkbox"/> Y = Significant Evidence
<input type="checkbox"/> Y = Area Checked	<input type="checkbox"/> Y = Other (See Narrative)	<input type="checkbox"/> Y = All Elements Present
<input type="checkbox"/> N = Witnesses Contacted	<input type="checkbox"/> Y = Evidence Obtained	<input type="checkbox"/> N = Major Injury or Rape
<input type="checkbox"/> Y = Victim Contacted		<input type="checkbox"/> Y = Can Suspect be Described
<input type="checkbox"/> Y = Other (See Narrative)		<input type="checkbox"/> Y = Can Suspect Vehicle be ID
		<input type="checkbox"/> Y = Is There Significant Reason to Believe Crime Can be Solved

**DINUBA POLICE DEPT.**

680 S. ALTA AVENUE  
DINUBA, CALIFORNIA 93618  
PHONE (559) 591-5914  
FAX (559) 591-5920

**DF1902030**

Case Number

**Attachments: Image (JPG) files**

Image Type	Date	Description	Type	#	Count	Image
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	001	19D11490
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	002	19D11491
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	003	19D11492
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	004	19D11493
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	005	19D11494
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	006	19D11495
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	007	19D11496
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	008	19D11497
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	009	19D11498
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	010	19D11499
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	011	19D11500
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	012	19D11501
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	013	19D11502
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	014	19D11503
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	015	19D11504
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	016	19D11505
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	017	19D11506
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	018	19D11507
VEHICLE	07/13/2019	(S) VEHICLE	CASE	01	019	19D11508

**Attachments: Supplemental Narratives**

Supplement Number	Date	Description
01	07/13/2019	SUPPLEMENT 01

Copies To

Signature Verifying Original Copy of Case: \_\_\_\_\_

Date: \_\_\_\_\_

Released By: \_\_\_\_\_

Received By: \_\_\_\_\_

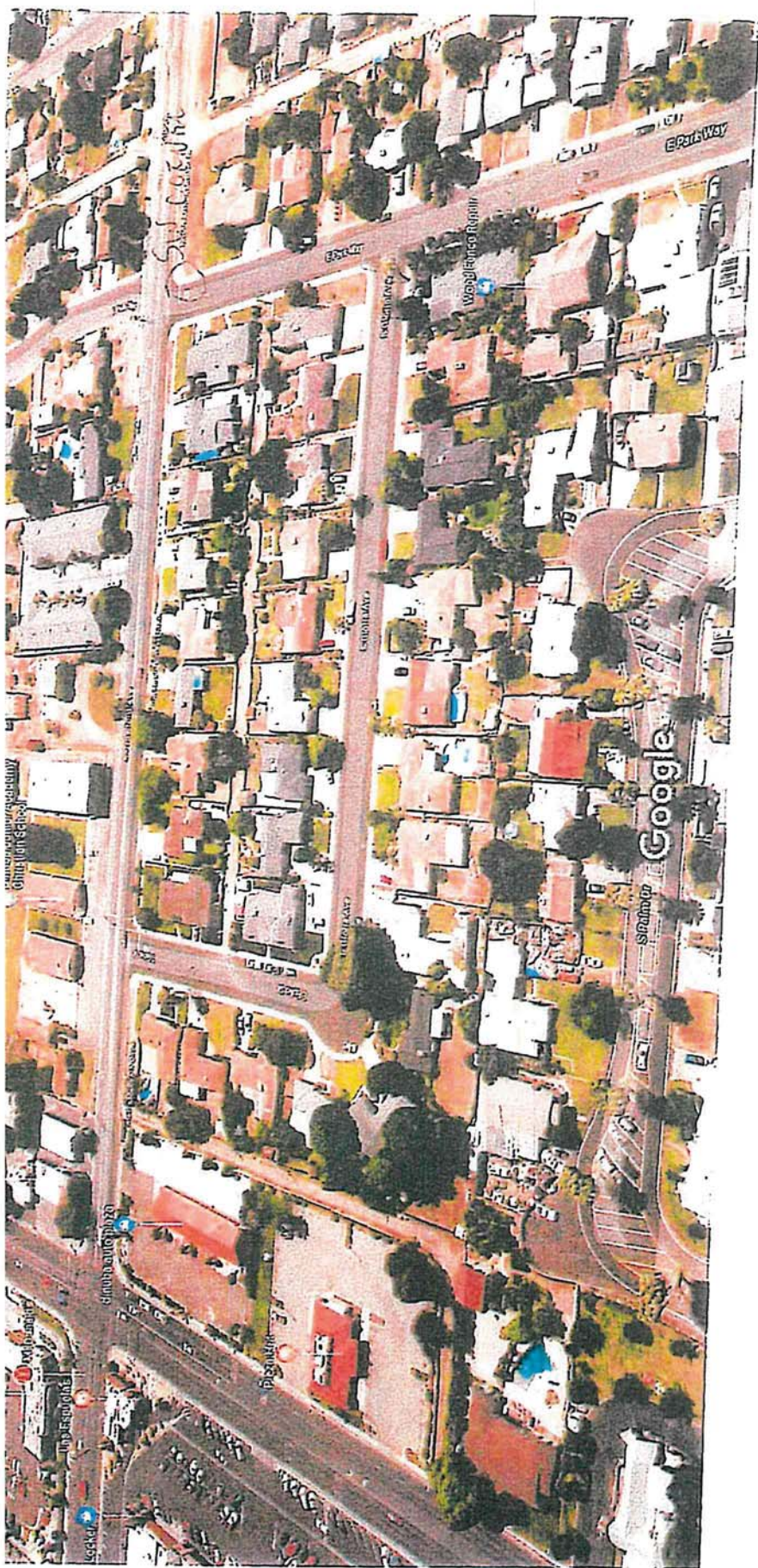
Date: \_\_\_\_\_

5/19/2020 3:56:55PM  
Print Date/Time

controlled document, duplication or re-issuance controlled by law.

Page No. 3





IA#19-02 #1

# JULY 2019

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



## WITNESS LIST

**CONFIDENTIAL**

CONFIDENTIAL

[illegible]

## Report Preparation

### 323.1 PURPOSE AND SCOPE

Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

#### 323.1.1 REPORT PREPARATION

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

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

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

All reports taken during a shift will be entered into Trac-Net and the face pages completed by the end of each shift. This will allow additional officers to add supplemental reports when needed.

### 323.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate department approved form unless otherwise approved by a supervisor.

#### 323.2.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution. Activity to be documented in a written report includes:

- (a) All arrests
- (b) All felony crimes
- (c) Non-Felony incidents involving threats or stalking behavior



# Dinuba Police Department

## Dinuba PD Policy Manual

### Report Preparation

---

(d) Situations covered by separate policy. These include:

1. Use of Force Policy
2. Domestic Violence Policy
3. Child Abuse Policy
4. Adult Abuse Policy
5. Hate Crimes Policy
6. Suspicious Activity Reporting Policy

(e) All misdemeanor crimes where the victim desires a report

Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., dispatch log).

#### 323.2.2 NON-CRIMINAL ACTIVITY

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

- (a) Anytime an officer points a firearm at any person
- (b) Any use of force against any person by a member of this department (see the Use of Force Policy)
- (c) Any firearm discharge (see the Firearms Policy)
- (d) Anytime a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy)
- (e) Any found property or found evidence
- (f) Any traffic collisions above the minimum reporting level (see Traffic Collision Reporting Policy)
- (g) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy
- (h) All protective custody detentions
- (i) Suspicious incidents that may place the public or others at risk
- (j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor

#### 323.2.3 DEATH CASES

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

# Dinuba Police Department

Dinuba PD Policy Manual

## Report Preparation

---

- (a) Sudden or accidental deaths.
- (b) Suicides.
- (c) Homicide or suspected homicide.
- (d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).
- (e) Found dead bodies or body parts.

### 323.2.4 INJURY OR DAMAGE BY CITY PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of a City employee. Additionally, reports shall be taken involving damage to City property or City equipment.

### 323.2.5 MISCELLANEOUS INJURIES

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

- (a) The injury is a result of drug overdose
- (b) Attempted suicide
- (c) The injury is major/serious, whereas death could result
- (d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event

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

### 323.2.6 MANDATORY REPORTING OF JUVENILE GUNSHOT INJURIES

A report shall be taken when any incident in which a child 18 years or younger suffered an unintentional or self-inflicted gunshot wound. The Records Bureau shall notify the California Department of Public Health (CDPH) of the incident as required by CDPH (Penal Code § 23685).

## 323.3 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports that are not completed within the allotted time frame are late reports, and the employee failing to complete the report will be subject to discipline. Officers and supervisors will have four (4) working days to turn in any and all reports, to include misdemeanors, felonies, general, DUI and accident reports. Any "in-custody" report will be completed the day it is taken. Only with the on-duty watch commanders approval, may an in-custody report be held more than one day. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.