

Lexipol quality assurance experts, along with legal and law enforcement experts, have researched and developed these updates to bring you the best and most current policies available. Having up-to-date policies and an informed staff is the best way to minimize risk exposure to your agency. You should promptly complete the updates and adopt these changes. While most of the changes should blend well with your current manual, you should always carefully evaluate the content against your agency's specific needs and operational practices.

New Daily Training Bulletins (DTBs) now being released specifically target these new policies and changes to your manual and can help your staff become well versed in your policies. If you are not yet subscribing to the DTBs please contact Customer Service for information on how to get this invaluable tool.

Following are steps to help you process these updates efficiently.

### **Review the Update Documentation**

The following pages identify the chapters and titles of policies affected by these updates and any additional new policies. The remainder of the document summarizes the individual policy Release Notes, allowing you to scroll through or print a single document with the reasons and specifics of each policy change. The Release Notes are also available in each changed policy in KMS for guidance while working on the updates. Some changes may not apply if your manual has been customized and no longer contains the particular policy or section being updated.

### **Access the Updates**

You have two options for viewing and processing your updates:

- KMS 4.2: <https://policy.lexipol.com> – the current production version of KMS
- KMS 4.3 Beta: <https://beta.lexipol.com/agency/login> – the current beta environment where new features are tested and continually updated

### **Compare the Updates to Current Content**

For each section being updated, KMS will show an update flag. Using the “Compare Content” buttons, you can see how the changed content compares to your current policy. You can also export a “strike out” version of each policy within KMS for further review. To do this, before processing each policy update, select PDF and export the “Compare Current to New Lexipol Update” document. You should save this document to use as a reference for the suggested updates to your policies.

There may be some sections/subsections that show an update flag but are not reflected in the Release Notes and do not appear to be changed. This is due to internal system corrections that do not affect policy content. You should accept these updates unless you have customized the section/subsection, in which case you may want to reject or edit the update to preserve your customization.

## Accept or Reject the Updates

Once you have reviewed the updated policies, you can choose to accept or reject the updates. Within a policy, you can accept each update individually or use the “Accept All Updates” button to accept all of the updates simultaneously. Note: Updates are organized into two categories, “Updated, New and Deleted Policies” and “Corrections/Edits.” You should prioritize the “Updated, New and Deleted Policies” because they contain substantive updates, including those that result from new or changed legislation. The policies in the “Corrections/Edits” category do not require your immediate attention and can be prioritized accordingly.

**Important:** Each time you accept an update the new content will automatically replace your current content for that section/subsection of your manual. Please note that if you have customized the section/subsection being updated you will lose your specific changes. If you wish to preserve your custom content, you should select “Edit ←” to manually merge the new content with your modified content. If you select “Reject Update” your customized content will not be changed. If the update is to delete an entire section/subsection and you choose “Reject Delete” the content will no longer be supported by Lexipol and the section/subsection will be shown as agency-authored content.

New sections/subsections are always added to the end of the policy or section, respectively, so as not to interfere with your customization. In these instances we have included instructions in the Release Notes on how to move the content and the recommended location when applicable.

## Need Assistance?

Please do not hesitate to contact Customer Service at 949.309.3894 or [customersupport@lexipol.com](mailto:customersupport@lexipol.com) for assistance with updating your manual.

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### Legal Disclaimer

Lexipol strives to provide the most current and legally sound policies possible. These policies and updates, however, do not constitute legal advice. As always, you are urged to carefully review all content and updates for applicability to your agency, and check with your agency’s legal advisor for appropriate legal review before changing or adopting any policy.

## **UPDATED, NEW and DELETED POLICIES**

*The following policies contain revisions that are prompted by improved best practices, input from subject matter experts and/or legislative changes.*

### **Chapter 1 – Law Enforcement Role and Authority**

Law Enforcement Authority State  
Policy Manual Best Practice

### **Chapter 2 – Organization and Administration**

License to Carry a Firearm State

### **Chapter 3 – General Operations**

Use of Force State  
Firearms Best Practice  
Vehicle Pursuits State  
Adult Abuse State  
Child Abuse Best Practice  
Victim and Witness Assistance Best Practice  
Hate Crimes State  
Media Relations (formerly News Media Relations) Best Practice  
Mandatory Employer Notification State  
(formerly Mandatory School Employee Reporting)

### **Chapter 4 – Patrol Operations**

Crime and Disaster Scene Integrity State  
Mental Illness Commitments State  
[Mobile Digital Terminal] Use Best Practice  
Public Recording of Law Enforcement Activity Best Practice

### **Chapter 5 – Traffic Operations**

Impaired Driving Federal

### **Chapter 6 - Investigation Operations**

Eyewitness Identification Best Practice

### **Chapter 7 - Equipment**

Personal Communication Devices State  
Vehicle Maintenance Best Practice

### **Chapter 8 - Support Services**

[The Communications Center] Best Practice  
Records Maintenance and Release State

### **Chapter 9 - Custody**

Custodial Searches Best Practice

### **Chapter 10 - Personnel**

Recruitment and Selection State  
Sick Leave State  
Personnel Complaints State

Seat Belts  
Fitness for Duty  
Line-of-Duty Deaths

New Policy

Best Practice  
State  
Best Practice

## Chapter 1 – Law Enforcement Role and Authority

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### Law Enforcement Authority

This is a completely revised policy. All updates should be accepted to avoid mixing old and new content, which could result in conflicting or confusing policies. If any customization is needed, you may do so during the update process. If you choose to reject any portion of this policy (which is not recommended), customization will be necessary. *Before processing any updates*, you should select the PDF "Compare Current to New Lexipol Update" document for a "strike out" version.

#### Substantive Changes:

- **PURPOSE AND SCOPE** has been modified to state the purpose of the policy. Some content was moved to **POLICY**.
- **POLICY** has been added to provide a policy statement. Some of the content came from the previous **JURISDICTION** section. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **PURPOSE AND SCOPE**), first, accept all updates. Then, while in the edit mode, hold the cursor over **POLICY**, right-click for options and select the option "Move." The section titles will appear. Select **PURPOSE AND SCOPE**, then click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh and the new section will be in the correct location and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- **PEACE OFFICER POWERS** has been simplified. Some content was moved to **ARREST AUTHORITY WITHIN THE JURISDICTION OF THE [ANYTOWN POLICE DEPARTMENT]**.
- **JURISDICTION** has been deleted in its entirety. Some of the content has been moved to **POLICY** and some has been moved to the new sections on jurisdiction.
- **ARREST AUTHORITY WITHIN THE JURISDICTION OF THE [ANYTOWN POLICE DEPARTMENT]**, **ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE [ANYTOWN POLICE DEPARTMENT]** and **INTERSTATE PEACE OFFICER POWERS** have been added.

#### Non-Substantive Changes:

- For better flow **OREGON AUTHORITY** should be moved below **ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE [ANYTOWN POLICE DEPARTMENT]**. To move the subsection to the location Lexipol recommends, first accept all updates. Then, while in the edit mode, hold the cursor over **OREGON AUTHORITY**, right-click for options and select the option "Move." The subsection titles will appear. Select **ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE [ANYTOWN POLICE DEPARTMENT]**, then click "Move" once more. You will be prompted to select "Move Above" or "Move Below." Select "Move Below." KMS will refresh and the subsection will be in the correct location and the other subsections will be renumbered accordingly. Your agency can also accept all updates without relocating the subsection, but that is not recommended.

- **CONSTITUTIONAL REQUIREMENTS** has been deleted and added back in a new location. There is no change to content.

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## Policy Manual

- Content has been modified for "Supervisor" in **DEFINITIONS** to allow agencies to assign duties/responsibilities to supervisors in accordance with their practices. The definition of "Member" has been reorganized for clarity.
- Index terms have been added throughout the policy.

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## Chapter 2 – Organization and Administration

### License to Carry a Firearm

- **ISSUED FIREARMS PERMITS** has been modified to remove erroneous content.
- Index terms have been added throughout the policy. Due to a technical glitch, this may cause the update to **PURPOSE AND SCOPE** to appear to be a deletion of all the content. Accepting this update will not delete the content, only update the index terms.

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## Chapter 3 – General Operations

### Use of Force

- A citation was amended to reflect the authority for use of force to effect an arrest in **USE OF FORCE TO EFFECT AN ARREST**.
- **CAROTID CONTROL HOLD** has been modified as a result of additional research revealing a heightened potential for death or serious injury when the hold is used on persons with Down syndrome.
- **USE OF FORCE TO SEIZE EVIDENCE** has been added to provide guidance for using force when an arrestee attempts to conceal/destroy evidence.
- **MEDICAL CONSIDERATION** has been modified for clarity regarding the availability of a supervisor.
- **USE OF FORCE ANALYSIS** has been added to include reference to the preparation and routing of an annual analysis of uses of force. This is an accreditation requirement in many states and should be best practice in CA.
- Index terms have been updated throughout the policy.

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### Firearms

This policy is being updated to clarify language related to securing firearms in patrol vehicles and guidelines governing dry fires and quick draws. Changes include:

Substantive changes:

- In **SHOTGUNS** and **PATROL RIFLES**, language referring to how weapons should be secured in patrol vehicles has been clarified.

- **AUTHORIZED SECONDARY HANDGUN** has been updated to restrict the use to one secondary handgun in use at a time.
- In **SAFE HANDLING, INSPECTION AND STORAGE**, language referring to dry fires and quick draws has been changed to allow for their use when instructed by the Rangemaster or other firearms training staff.
- **INSPECTION AND STORAGE** has been modified to distinguish between personally owned firearms and department issued firearms.

Non-Substantive Changes:

- Minor grammatical changes have been made in **PURPOSE AND SCOPE** and **POLICY**.
- Minor formatting changes that did not affect content were made in **NON-CERTIFICATION OR NON-QUALIFICATION**.
- The edit level was changed to "State" in **INJURED ANIMALS**. There was no change to content.
- Clarifying language was added and several erroneous spaces removed in **FLYING WHILE ARMED**.
- Clarifying terminology was added to **CARRYING FIREARMS OUT OF STATE**.

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### Vehicle Pursuits

- Content has been added in **POLICY REVIEW** as a reminder to agencies to maintain a copy of the certification in the member's training file. Although the Lexipol KMS system requires officers to acknowledge receipt and understanding of the policy, keeping a copy of the signed certification in each member's training file should aid in ensuring agencies can rely on California's statutory immunity provision.
- Index terms have been updated throughout the policy. In **WHEN TO INITIATE A PURSUIT** and **PURSUIT DRIVING TACTICS** this has caused the update to appear to delete the first sentence/paragraph in the section. Accepting this update will not delete the content. Only the index term will be changed.
- Section references have been changed from all capitalized letters to title case in **WHEN TO TERMINATE A PURSUIT**.

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### Adult Abuse

The End of Life Option Act becomes effective June 9, 2016, and authorizes an adult who meets certain qualifications, and who has been determined by his/her attending physician to be suffering from a terminal disease, to make a request for a drug prescribed pursuant to the act for the purpose of ending his/her life. The act provides a person immunity from civil or criminal liability solely because the person was present when the qualified individual self-administered the drug, or the person assisted the qualified individual by preparing the aid-in-dying drug so long as the person did not assist with the ingestion of the drug. Changes include:

- A citation has been added in **DEFINITIONS** and the edit level has been changed to "State".
- In **MANDATORY NOTIFICATION** language was added that notification is not requirement when a person was present when a person self-administered a prescribed

aid-in-dying drug or a person prepared an aid-in-dying drug so long as the person did not assist the person in ingesting the aid-in-dying drug.

- In **INVESTIGATIONS AND REPORTING** language was added that investigations and reports should address whether the death involved the End of Life Option Act.
- **TRAINING** has been added.

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### Child Abuse

- A policy reference has been updated in **RELEASE OF REPORTS**.
- There may be some sections/subsections that show an update flag but do not appear to be changed. This is due to internal system corrections on formatting and does not affect policy content.

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### Victim and Witness Assistance

- A policy reference has been updated in **SPECIFIC VICTIM LIAISON DUTIES**.
- There may be some sections/subsections that show an update flag but do not appear to be changed. This is due to internal system corrections on formatting and does not affect policy content.

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### Hate Crimes

This is a completely revised policy. The policy was reviewed for consistency with the new POST guidelines on the subject. All updates should be accepted to avoid mixing old and new content, which could result in conflicting or confusing policies. If any customization is needed, you may do so during the update process. If you choose to reject any portion of this policy (which is not recommended), customization will be necessary. *Before processing any updates*, you should select the PDF "Compare Current to New Lexipol Update" document for a "strike out" version. Changes include:

- **PURPOSE AND SCOPE** has been modified for consistency. Some content has been moved to the new **POLICY** section.
- Additional content and citations have been added to **DEFINITIONS** and this section has been deleted and added back as a subsection to **PURPOSE AND SCOPE**.
- **POLICY** has been added by deleting **DEFINITIONS**.
- **PREVENTING AND PREPARING FOR LIKELY HATE CRIMES** has been retitled **PREVENTION AND PREPARATION** and the content has been modified.
- **PROCEDURE FOR INVESTIGATING HATE CRIMES** has been retitled **INVESTIGATIONS** and content has been added.
- **SUPERVISOR RESPONSIBILITY** has been added. KMS automatically adds all new subsections to the bottom of the section. To move the subsection to the location Lexipol recommends (above **[DETECTIVE BUREAU] RESPONSIBILITY**), first accept all updates. Then, while in the edit mode, hold the cursor over **SUPERVISOR RESPONSIBILITY**, right-click for options and select the option "Move." The subsection titles will appear. Select **[DETECTIVE BUREAU] RESPONSIBILITY**, then click "Move" once more. You will be prompted to select "Move Above" or "Move Below." Select "Move Above." KMS will refresh and the subsection will be in the correct location and the other



subsections will be renumbered accordingly. Your agency can also accept all updates without relocating the subsection, but that is not recommended.

- New content has been added to **[DETECTIVE BUREAU] RESPONSIBILITY**.
- New content has been added to **TRAINING**.

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### **Media Relations (formerly News Media Relations)**

#### Substantive Changes:

- Content now located in the Records Maintenance and Release Policy has been removed from this policy in **SCOPE OF INFORMATION SUBJECT TO RELEASE** and **RESTRICTED INFORMATION** to avoid unnecessary duplication.

#### Non-Substantive Changes:

- The policy title has been changed to better reflect the content.
- Index terms that do not affect content have been updated throughout the policy. In **MEDIA REQUEST** this update may appear to delete the first paragraph. Accepting this update will not delete the content, only update the index term.

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### **Mandatory Employer Notification (formerly Mandatory School Employee Reporting)**

- The policy title has been changed to better reflect the content in light of the addition of a section regarding community care facility employees.
- **ARREST OF PERSONS EMPLOYED IN COMMUNITY CARE FACILITIES** has been added regarding mandatory reporting to the employer of a person who is arrested that is employed by a community care facility where children are present.

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## **Chapter 4 – Patrol Operations**

### **Crime and Disaster Scene Integrity**

- The citation in **EXECUTION OF HEALTH ORDERS** has been corrected to the previous citation. A recent update reflected a change to the citation due to legislation renumbering. It has since been discovered that the renumbering was to a different statute with the same citation that was cited in this policy. The content has always remained valid and now reflects the correct citation.

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### **Mental Illness Commitments**

California AB 1194 provides that, when determining if a person should be taken into custody, the individual making that determination shall consider available relevant information about the historical course of the person's mental disorder if the individual concludes that the information has a reasonable bearing on the determination, and that the individual shall not be limited to consideration of the danger of imminent harm. This legislation also requires the application to record whether the historical course of a person's mental disorder was considered in the determination of probable cause. Changes include:

#### Substantive Changes:

- **AUTHORITY** and **DOCUMENTATION** have been updated accordingly.
- Based on the legislative renumbering of the statute, a citation has been updated in **SECURING OF PROPERTY**.
- **ADVISEMENT** has been updated to include that the mental health staff should advise the person of his/her rights and ask whether assistance is required in turning off appliances or water.

#### Non-Substantive Change:

- A grammatical correction has been made in **VOLUNTARY EVALUATION**.
- Unrelated to the bill, **CRIMINAL OFFENSES** has been modified to clarify that the supervisor may decide, in certain situations, to transport an individual who is already under arrest to a mental health facility.

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### **[Mobile Digital Terminal] Use**

#### Substantive Changes:

- Modifications have been made to **USE WHILE DRIVING** and **STATUS CHANGES**, with the intent of mitigating the risks associated with distracted driving.

#### Non-Substantive Changes:

- A grammatical error has been corrected in **EMERGENCY ACTIVATION**.

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### **Public Recording of Law Enforcement Activity**

#### Substantive Change:

- Content has been added to **SEIZING RECORDINGS AS EVIDENCE** to address the electronic transmittal of recordings.

#### Non-Substantive Change:

- A grammatical correction has been made in **[OFFICER/DEPUTY] RESPONSE**.

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## **Chapter 5 – Traffic Operations**

### **Impaired Driving**

This is a completely revised policy. All updates should be accepted to avoid mixing old and new content, which could result in conflicting or confusing policies. If any customization is needed, you may do so during the update process. If you choose to reject any portion of this policy (which is not recommended), customization will be necessary. *Before processing any updates,*

you should select the PDF "Compare Current to New Lexipol Update" document for a "strike out" version. Changes include:

Substantive changes:

- The policy title has been simplified.
- Content has been added to **INVESTIGATIONS** regarding checklists to ensure accurate and complete documentation is submitted by officers and investigators.
- Language has been modified in **FIELD TESTS** and **CHEMICAL TESTS** to clarify testing protocols, implied consent and withdrawal of consent. Recent case law has emphasized the need for law enforcement to have clear consent when obtaining samples from arrestees.
- **CHOICE OF TEST** has been renamed **CHOICE OF TESTS** and updated to provide additional direction.
- The titles have been updated and packaging instructions have been added to **BREATH SAMPLES**, **BLOOD SAMPLES** and **URINE SAMPLES** for clarity.
- Wording has been changed in **REFUSALS** from "person" to "arrestee" to emphasize that this applies to arrestees in custody after an officer has determined there is probable cause for arrest. Also, video recording has been added as another documentation option.
- Video recording has been added to **REFUSALS** and minor grammatical changes have been made.
- **STATUTORY NOTIFICATIONS UPON REFUSAL** has been added. KMS automatically adds all new subsections to the bottom of the section, so as not to alter any agency-specific customization. To move the new subsection to the location Lexipol recommends (above **BLOOD SAMPLE WITHOUT CONSENT**), first, accept all updates. Then, while in the edit mode, hold the cursor over **STATUTORY NOTIFICATIONS UPON REFUSAL**, right-click for options and select the option "Move." The subsection titles will appear. Select **BLOOD SAMPLE WITHOUT CONSENT**, then click "Move" once more. You will be prompted to select "Move Above" or "Move Below." Select "Move Above." KMS will refresh and the section will be in the correct location. Your agency can also accept all updates without relocating the section, but that is not recommended.
- Best practice language has been added in **BLOOD SAMPLE WITHOUT CONSENT** to include controlled or prohibited substances with regard to natural dissipation.

Non-Substantive Changes:

- **STATUTORY WARNING** has been renamed **STATUTORY NOTIFICATIONS** and relocated. Content has not been changed. KMS automatically adds all new subsections to the bottom of the section, so as not to alter any agency-specific customization. To move the new subsection to the location Lexipol recommends (above **CHOICE OF TESTS**), first, accept all updates. Then, while in the edit mode, hold the cursor over **STATUTORY NOTIFICATIONS**, right-click for options and select the option "Move." The subsection titles will appear. Select **CHOICE OF TESTS**, then click "Move" once more. You will be prompted to select "Move Above" or "Move Below." Select "Move Above." KMS will refresh and the section will be in the correct location. Your agency can also accept all updates without relocating the section, but that is not recommended.
- **PRELIMINARY ALCOHOL SCREENING** and **PRELIMINARY ALCOHOL SCREENING FOR MINORS** have been relocated. The title of the latter has been changed to **PRELIMINARY ALCOHOL SCREENING FOR A PERSON UNDER AGE 21** for

clarity. Content has not been changed. These subsections should also be moved using the same instructions as above, moving each of them above **CHOICE OF TESTS**.

- Due to technical issues, **ARREST AND INVESTIGATION** and its subsections have been deleted and added back as new sections/subsections. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **REFUSALS**), first, accept all updates. Then, while in the edit mode, hold the cursor over **ARREST AND INVESTIGATION**, right-click for options and select the option "Move." The section titles will appear. Select **REFUSALS**, then click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh and the new section will be in the correct location and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- Minor grammatical corrections have been made to **FORCED BLOOD SAMPLE** and **ADMINISTRATIVE HEARINGS**.
- Index terms have been updated throughout the policy.

## Chapter 6 – Investigation Operations

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### Eyewitness Identification

This is a completely revised policy. All updates should be accepted to avoid mixing old and new content, which could result in conflicting or confusing policies. If any customization is needed, you may do so during the update process. If you choose to reject any portion of this policy (which is not recommended), customization will be necessary. *Before processing any updates*, you should select the PDF "Compare Current to New Lexipol Update" document for a "strike out" version.

- "Officers/Deputies" has been changed to "member" throughout the policy for agency flexibility.
- The formatting was corrected in **DEFINITIONS** by adding missing spaces. There is no change to the content.
- Language in **POLICY** has been replaced with a text entity to allow for agency customization.
- **EYEWITNESS IDENTIFICATION FORM** has been changed to **EYEWITNESS IDENTIFICATION PROCESS AND FORM** to better reflect that not everything in the list is necessarily on a form. Also, content has been added to include additional best practice instructions to eyewitnesses and to more clearly require that a witness confidence statement is obtained at the time of identification.
- **PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS** has been promoted to a section and has been modified to make it clear that a double blind process is recommended but a blinded administrator or one who does not know the suspect position in the lineup should always be used. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (above **DOCUMENTATION**), first, accept all updates. Then, while in the edit mode, hold the cursor over **PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS**, right-click for options and select the option "Move." The section titles will appear. Select **DOCUMENTATION**, then click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Above." KMS will refresh and the new section will be in the correct

location and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.

- **FIELD IDENTIFICATION CONSIDERATIONS** has been deleted and added back as a section. It should also be moved using the same instructions as above, moving it above **DOCUMENTATION**.
- Content covered in **EYEWITNESS IDENTIFICATION PROCESS AND FORM** has been removed from **DOCUMENTATION** to avoid unnecessary duplication.

## Chapter 7 - Equipment

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### Personal Communication Devices

California's new Electronic Communications Privacy Act has raised many questions across the state. Much is left to interpretation, as we do not have any clarifying case law at this point. That said, Lexipol subscribers who have adopted and follow this policy are in a good position to face whatever comes of this bill. Since we expect a flurry of case decisions and would not be surprised to see the legislature come back and amend this Act, we added content to address this foreseeable fluctuation. The policy already requires that access to personally owned devices should be done not only with prior notification to the head of your agency, but now includes prior notification to legal counsel as well. This ensures a second layer of protection from premature access to a private device. The content also reaffirms user consent already present in policy, but with more specific reference to this new Act. Changes include:

- **CALIFORNIA ELECTRONIC COMMUNICATIONS PRIVACY ACT** has been added.

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### Vehicle Maintenance

- The index term has been updated in **PURPOSE AND SCOPE**.
- **DAMAGE OR POOR PERFORMANCE, SEVERE USE** and **REMOVAL OF WEAPONS** have been added to address the removal of a vehicle from service, safety inspections and the removal of weapons from the vehicle prior to service or repair.

## Chapter 8 – Support Services

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### [The Communications Center]

This is a completely revised policy that provides additional guidance for Communication Center operations. All updates should be accepted to avoid mixing old and new content, which could result in conflicting or confusing policies. If any customization is needed, you may do so during the update process. If you choose to reject any portion of this policy (which is not recommended), customization will be necessary. *Before processing any updates*, you should select the PDF "Compare Current to New Lexipol Update" document for a "strike out" version. Changes include:

- The policy title has been updated to allow for agency customization through the questionnaire.
- **PURPOSE AND SCOPE** has been rewritten to provide the purpose of the policy.
- **FCC COMPLIANCE** has been moved to the portion of the policy that has new content addressing radio operations.
- **POLICY** has been added to provide a policy statement.
- **COMMUNICATIONS LOG** has been deleted in its entirety. Content from **COMMUNICATIONS LOG** has been moved to **DOCUMENTATION**.
- **RESPONSIBILITIES** has been added along with its subsections to identify specific roles and responsibilities within the Communications Center.
- **RADIO COMMUNICATIONS** has been moved and expanded.
- The remainder of this policy is new or relocated content intended to provide best practice guidance.

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## Records Maintenance and Release

- **EXPUNGEMENT** has been renamed **SEALED RECORD ORDERS** to more accurately reflect California statutory terminology. The content has been modified accordingly and statutory citations have been added.

## Chapter 9 - Custody

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### Custodial Searches

Substantive Change:

- **PURPOSE AND SCOPE** has been updated to delete a word that might restrict the type of evidence to be collected.

Non-Substantive Change:

- A text entity has been added to the title of **SEARCHES AT [POLICE/SHERIFF'S] FACILITIES** to allow agency customization through questionnaire response.

## Chapter 10 - Personnel

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### Recruitment and Selection

- In **SELECTION PROCESS**, language has been edited to avoid the implication that candidates must be citizens of the United States to be considered for employment.
- Expanded regulatory requirements have been added to **BACKGROUND INVESTIGATION**. The edit level has been changed from “Best Practice” to “State.”
- A citation has been updated and clarifying language added in **NOTICES**.
- A citation and new content have been added to **DOCUMENTING AND REPORTING**.
- **STANDARDS FOR [OFFICERS/DEPUTIES]** has been slightly modified for clarity and an expanded regulation has been added.

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## Sick Leave

California requires that eligible employees are paid sick leave. A majority of police agency employees are paid sick leave that exceeds the state requirements pursuant to a personnel manual or collective bargaining agreement. Changes made to this policy clarify when sick leave may be used.

- Content regarding when sick leave may be used has been added to **PURPOSE AND SCOPE** and **EMPLOYEE RESPONSIBILITIES**.
- In **NOTIFICATION**, the Labor Code was added for cited authority. For unforeseeable notice of leave, the Labor Code provides notice as soon as practicable and Lexipol has interpreted this to be at least one hour prior to the schedule shift. Where the leave is foreseeable, the Labor Code provides reasonable advance notice and Lexipol has interpreted this to be no less than 30 days.
- In **EXTENDED ILLNESSES**, language was clarified that health care provider statements may be required after the first three days of paid sick leave are used.
- **REQUIRED NOTICES** has been added to address required employee notices.

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## Personnel Complaints

- **ADMINISTRATIVE INVESTIGATION PROCESS** has been modified to provide additional guidance when conducting parallel administrative and criminal investigations.

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## Seat Belts

This is a completely revised policy that provides additional guidance for vehicle restraint systems. All updates should be accepted to avoid mixing old and new content, which could result in conflicting or confusing policies. If any customization is needed, you may do so during the update process. If you choose to reject any portion of this policy (which is not recommended), customization will be necessary. *Before processing any updates*, you should select the PDF "Compare Current to New Lexipol Update" document for a "strike out" version. Changes include:

Substantive Changes:

- **PURPOSE AND SCOPE** has been rewritten to provide the purpose of the policy.
- **DEFINITIONS** has been added.
- **POLICY** has been added to provide a policy statement. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **PURPOSE AND SCOPE**), first, accept all updates. Then, while in the edit mode, hold the cursor over **POLICY**, right-click for options and select the option "Move." The section titles will appear. Select **PURPOSE AND SCOPE**, then click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh and the new section will be in the correct location and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.



- **TRANSPORTING CHILDREN** has been modified to make it clear that children should be restrained in child restraint systems. Agencies should be just as adamant about protecting children who are being transported as they are about protecting the public and their members. The original subsection has been deleted and added back as a section. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **WEARING OF SAFETY RESTRAINTS**), first, accept all updates. Then, while in the edit mode, hold the cursor over **TRANSPORTING CHILDREN**, right-click for options and select the option "Move." The section titles will appear. Select **WEARING OF SAFETY RESTRAINTS**, then click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh and the new section will be in the correct location and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- **TRANSPORTING PRISONERS** has been renamed **TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES** and content has been added to be more inclusive.
- **VEHICLES MANUFACTURED WITHOUT SEAT BELTS** and **VEHICLE AIRBAGS** have been added to provide safety guidance and remind the vehicle users and administrators of the hazards of placing equipment in the airbag blast zones.

#### Non-Substantive Changes:

- Index terms have been updated throughout the policy.
- Grammatical changes have been made in **INOPERABLE SEAT BELTS**.

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#### Fitness for Duty

- The citation subsections in **PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS** were inadvertently reversed when this policy was developed. The citation has been moved to the end of the list item with part of the subsection removed for clarification. Due to a technical glitch, this update may appear to be a deletion of the content. Accepting this update will not delete the content, merely update the citation as stated above.
- A formatting correction has been made in **PURPOSE AND SCOPE**. There is no change to the content.
- A policy reference has been updated in **APPEALS**.
- Index terms have been updated throughout the policy.
- There may be some sections/subsections that show an update flag but do not appear to be changed. This is due to internal system corrections on formatting and does not affect policy content.

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#### Line-of-Duty Deaths

This new policy has been developed to provide detailed guidance on actions and responsibilities related to the death of a member occurring in the line of duty, including notifications, funeral arrangements, and member and survivor support. Highlights include:

- **PURPOSE AND SCOPE** allows for applying parts of this policy to line-of-duty critical injuries.



- **NOTIFYING SURVIVORS** and **NOTIFYING DEPARTMENT MEMBERS** outline critical processes and considerations in making timely, thoughtful and effective notifications.
- **LIAISONS AND COORDINATORS** outlines the various liaison and coordinator positions that may be needed, as well as the coordination of those functions by the assignment outlined in **DEPARTMENT LIAISON**, including a recommendation to use National Incident Management System (NIMS) organizational principles due to the size and complexity of these situations. In **BENEFITS LIAISON** you should define any local programs available under letter (c).
- **LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL** allows for the application of certain funeral or memorial services for law enforcement animals killed in the line of duty.