

CRIME PREVENTION PROCEDURE MANUAL



**SAN JOSE POLICE DEPARTMENT
2019 Edition**

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This manual is updated annually and as required to remain current according to the San Jose Police Department Duty Manual (DM), San Jose City Policy Manual (CPM), and the Memorandum of Agreement (MOA) between the City of San Jose and the Municipal Employees Federation (MEF). Updates will be made by the Crime Prevention Unit Supervisor or their designee.



A 100 MISSION STATEMENT, GOALS AND VALUES

A 100 MISSION STATEMENT

The Crime Prevention Unit promotes Police and Community Partnerships and Problem Solving by bringing safety education, awareness and training to people where they work, worship, learn, live and play.

GOALS:

- Support Patrol with Community Policing and Problem Solving projects
- Act as liaison for the police department with the community, providing a consistent and personal point of contact
- Provide a resource for the general public, city staff and police department members regarding crime prevention and quality of life issues
- Provide crime prevention presentations, training and awareness programming

VALUES:

- Integrity
- Courage
- Excellence
- Service
- Diversity
- Innovation
- Respect

A 101 MAINTENANCE OF MISSION

This Crime Prevention Procedure Manual is a composite of procedures established by Crime Prevention Unit Personnel, as well as procedures from the Chief of Police via official memorandum and the SJPD Duty Manual (DM). Additionally, this manual includes directives and policies from the City of San Jose Management via the City Policy Manual and the Memorandum of Agreement (MOA) between the City of San Jose and the Municipal Employees Federation (MEF). Its purpose is to maintain and ensure the achievement of the Units mission.

A 102 AUTHORITY TO AMEND/REVOKE PROCEDURES

The Crime Prevention Unit Supervisor has the authority to amend or revoke any material contained within this document at any time, except matters and notice as they pertain to the current City Policy Manual, Memorandum of Agreement with MEF, and any policies derived from the SJPD Duty Manual.

A 103 MANAGEMENT RESPONSIBILITIES

Supervisors shall be responsible for ensuring that Crime Prevention staff members have access to current versions of the SJPD Duty Manual and this Crime Prevention Procedure Manual.

A 104 EMPLOYEE RESPONSIBILITIES

It is the responsibility of all Crime Prevention Unit Personnel to be thoroughly familiar with and strictly adhere to the policies and procedures contained in the City Policy Manual, SJPD Duty Manual, Crime Prevention Procedure Manual and any new official directives or policy memorandums.



A 200 ORGANIZATION

A 200 ORGANIZATION

Crime Prevention is a Unit of the Bureau of Field Operations Patrol Division. Crime Prevention Specialists are assigned to individual Patrol Divisions to assist in Community Policing and Problem Solving Projects.

A 201 CHAIN OF COMMAND

Crime Prevention Specialists will report to the Crime Prevention Unit Supervisor for day to day operations and issues. These issues may include, but are not limited to, duty assignments, office procedures, personnel issues, scheduling, time off, sick leave, personal leave, vacation, jury duty, flexing, release time, overtime and training. Additionally, Crime Prevention Specialists will be assigned to a Patrol Division Commander who will supervise the Crime Prevention Specialist in Community Policing projects within their Division. Questions and information regarding and/or affecting a Crime Prevention Specialist assigned Patrol Division should be directed to both the Crime Prevention Supervisor and the appropriate Division Commander.

A 202 CRIME PREVENTION SPECIALIST

Crime Prevention Specialist is the single classification in the City of San Jose Police Community Relations series. Crime Prevention Specialists are assigned to the Crime Prevention Unit within the Bureau of Field Operations. Crime Prevention Specialists uphold the Units and the Department's Missions (see CPM A 100 and DM A 1100) by:

- Supporting Patrol with Community Policing and Problem Solving projects
- Acting as liaison for the police department with the community, providing a consistent and personal point of contact
- Providing a resource for the general public, city staff and police department members regarding crime prevention and quality of life issues
- Providing crime prevention presentations, training and awareness programming

A 203 DUTIES/ASSIGNMENTS

Crime Prevention Specialists Duties (as defined in A 202 above) as well as any collateral duty assignments will be assigned at the discretion of the Crime Prevention Unit Supervisor. Additional duties may include, but are not limited to specific office functions, presentations, program coordination, special projects and Divisional assignments. Whenever possible assignments will be made taking into account unit seniority.



A 300 SCHEDULING

A 300 SCHEDULING

Crime Prevention staff will adhere to the scheduling procedures as they appear in the City Policy Manual and the MOA for the Municipal Employees Federation (MEF). Additionally, the Crime Prevention Units public presentation function makes it necessary for staff scheduling to have some built in flexibility. To ensure that the need for flexibility doesn't interfere with staffing levels, accountability, and time sheet accuracy the following guidelines have been provided.

A 301 WORK HOURS

Crime Prevention Specialists regularly work a 4/10 work schedule. Staff work four (4) consecutive 10 hour shifts with 3 consecutive days off. This scheduling format allows for the most coverage and flexibility for both office coverage and evening presentations. Crime Prevention Specialists will adhere to work hours assigned by the Crime Prevention Unit Supervisor and provided to the Fiscal Unit for time sheet accountability. Necessary changes to the assigned schedule can be made on a case by case basis with the approval of the Crime Prevention Unit Supervisor. Short term changes will be noted on the affected pay period's time sheet. The Fiscal Unit will be notified of long term or permanent changes to scheduled hours or days off. Rules for Alternate Work Schedule opportunities are included in the City Policy Manual 4.2.11 and in the MEF MOA. The San Jose Police Department Command Staff and the Crime Prevention Unit Supervisor may change the regular work schedule format to meet the needs of the Department and the Unit as needed.

A 302 DAYS OFF

The regularly scheduled days off for the Crime Prevention Unit are Friday-Sunday (FSS) or Saturday-Monday (SSM). The assignment of days off will take into account office coverage, Division requirements and staff seniority (in unit). Final assignments for scheduled days off are set by SJPD and the Crime Prevention Unit Supervisor.

A 303 FLEXING

Crime Prevention Specialists will flex their work schedule as required to minimize the use of overtime. Flexing for the use of this section is defined as the adjusting of one's daily work schedule, to include duty hours either earlier and/or later in the day, to accommodate scheduled assignments and/or meetings while keeping within the 10 hour workday. Assignments on regularly scheduled days off are normally worked for overtime or compensatory time off but may be flexed at the discretion of the Crime Prevention Specialist with approval of the Crime Prevention Unit Supervisor or by the Crime Prevention Unit Supervisor. Crime Prevention Specialists working evening assignments will Flex their shift to adhere to the 10 hour day (i.e. work 1100-2100). Any overtime due to an extended meeting will be noted on the appropriate timecard and the Crime Prevention Unit Supervisor will be notified the next business day. All scheduled flexing will be noted on the appropriate Crime Prevention Unit Calendar.

A 304 TIME OFF

Time off will be requested by phone, text, e-mail or in person prior to time being taken. Requests will be made to the Crime Prevention Unit Supervisor. All time off will be noted on the time off calendar located in the Crime Prevention Unit office. For last minute or emergency requests of time off a text with response or a phone contact with the Crime Prevention Unit Supervisor is required. All time off will be reflected on the appropriate time sheet or by a time sheet adjustment immediately upon return to duty.

A 305 OVERTIME

All scheduled overtime will be approved by the Crime Prevention Unit Supervisor or Division Captain. The Crime Prevention Unit Supervisor will be notified of any scheduled meeting that extends beyond the anticipated time of completion either verbally or in writing the following business day. The overtime will be noted on the appropriate time sheet and will include the name/badge number of the authorizing supervisor.

A 306 SECONDARY EMPLOYMENT

Crime Prevention Specialists working a secondary employment position will adhere to section C 1500 of the San Jose Policed Department Duty Manual and 1.2.3 of the City Policy Manual. Crime Prevention Specialists will also have on file a current outside work permit.

A 307 TIMESHEETS

Timesheets will be submitted every two weeks as noted on the current City of San Jose Pay Period and Pay Day Calendar. Timesheets will be filled in daily and kept current for the Crime Prevention Unit Supervisor to approve and handle issues prior to submission date. Overtime can not be projected. If Overtime is anticipated after timesheets are submitted, then time will be listed and submitted on a separate Time Sheet Adjustment Form.

A 308 TIME SHEET ADJUSTMENTS

Time Sheet Adjustment Forms are required for any time sheet adjustment that needs to be made after they have been approved and submitted by the Crime Prevention Unit Supervisor. This includes scheduled overtime that will take place after the date of submission (no projecting). In addition, all sick time, personal leave or vacation time taken or cancelled after time sheet submission will be reconciled using the time sheet adjustment form. The form must be printed out and signed by both the Crime Prevention Specialist and the Crime Prevention Unit Supervisor. It will then be the responsibility of the Crime Prevention Specialist to send the signed Adjustment Form to SJPD Time keeper.



A 400 EQUIPMENT

A 400 EQUIPMENT

Equipment assigned to the Crime Prevention Unit and for the use of Crime Prevention Staff will be maintained, updated and accounted for by Crime Prevention Staff as part of their regularly assigned duties. Use of assigned equipment will be in accordance with Department Duty Manual, current policy memos, and City Policy Manual. Department issued equipment will be immediately returned to the Crime Prevention Unit Supervisor upon separation from city service, any extended leave or by Supervisor request.

A 401 DEPARTMENT IDENTIFICATION CARDS

Crime Prevention Staff will maintain and carry a current San Jose Police Department issued ID Card. IDs, per SJPD Department policy, will be worn and visible while on Department grounds and in City Hall facilities. In the event an ID card is lost or stolen the Crime Prevention Unit Supervisor will be immediately notified and the appropriate reports filed.

A 402 CITY DRIVING PERMIT

Crime Prevention Staff that drive a city vehicle as part of their assigned duties will carry and maintain a current city driving permit. The city driving permit is given to staff upon completion of the City Driving course.

A 403 KEYS

Crime Prevention Staff is assigned keys for access to Police Department facilities, vehicles and equipment. All keys are assigned to staff by the Crime Prevention Unit Supervisor and will be returned upon request due to changes in assignment, duty or employment status. In the event any assigned keys are lost or stolen, the Crime Prevention Unit Supervisor will be immediately notified, and the appropriate reports filed. Unassigned and duplicate keys are kept in the Units key boxes.

- PAB/PAC Keys . Key for access to SJPD facilities. The PAB key will not be duplicated.
- Unit Keys . Keys assigned for access to Crime Prevention Office and storage facility. An additional Unit key is placed at Central Supply for check out and will be returned immediately after use.
- Unit Vehicle Keys . Unit vehicle keys are not individually assigned but are checked in and out in a pool process (see A 602).

A 404 BUSINESS CARDS

Crime Prevention Staff will maintain a supply of current Department approved business cards for public distribution. The SJPD Bureau of Field Operations provides an order form for cards with the approved one or two sided format.

A 405 RADIOS

Crime Prevention Specialists will check out a radio from Central Supply for field work and presentations. Radios will be returned at the end of each shift.

Crime Prevention Staff will log on with Communications at the beginning of their shift and log off when going off duty. Crime Prevention Staff will update communications throughout the day to update their location and will request an event number for all Crime Prevention Events.

A 406 PHONES

Crime Prevention Specialists are responsible for staffing the Crime Prevention Unit's phone line. This includes both answering the line and checking the messages throughout the day. Crime Prevention Staff will identify themselves when answering the Crime Prevention Unit phone with their name and title. Crime Prevention Specialists will always identify themselves as a Crime Prevention Specialist.

Crime Prevention Specialists are assigned with a mobile phone. Use of mobile phone will adhere to the City's Use of Technology. Crime Prevention Specialists are responsible to keep current all access passwords. Any issue with function, damage, loss or theft will be immediately reported to the Crime Prevention Unit Supervisor and the appropriate reports filed as necessary.

A 407 COMPUTERS

All SJPd issued computers/laptops and software will be maintained by Crime Prevention staff. Any issue with function will be immediately reported to IT staff through a HELPDESK Ticket. Any issue with damage or theft will be reported to the Crime Prevention Unit Supervisor and the appropriate reports filed as necessary. Use of computers and the internet will adhere to the City's Use of Technology Policy. Crime prevention staff is also responsible to keep current all access passwords.

- LAPTOS . will be assigned to each Crime Prevention Specialist for work related duties, projects and presentations.

A 408 AUDIO VISUAL

Power Point projectors will be assigned to Crime Prevention Specialists for work related duties, projects and presentations. Any issue with function, damage, loss or theft will be immediately reported to the Crime Prevention Unit Supervisor and the appropriate reports filed as necessary.

A 409 DRUG KITS

The Crime Prevention Unit houses four (4) educational Drug Kits. Drug Kits may be signed out by SJPd Staff for presentation purposes using the approved check out procedure (A 416). Drug Kits will not be left unattended or in a non-secured location and will be returned ASAP upon completion of the presentation. Any issue with function, damage, loss or theft will be immediately reported to the Crime Prevention Supervisor and the appropriate reports filed as necessary.

A 410 GANG KITS

The Crime Prevention Unit maintains two (2) Gang Kits. Gang Kits are comprised of two student size backpacks filled with gang clothing and other paraphernalia. Each backpack is similarly equipped and can be checked out by SJPd Staff for presentation purposes using the approved check out procedure (A 416). Gang Kits will not be left unattended or in a non-secured location and will be returned ASAP upon completion of the presentation. Any issue with function, damage, loss or theft will be immediately reported to the Crime Prevention Unit Supervisor and the appropriate reports filed as necessary.

A 411 PRINTED MATERIAL

A variety of educational printed materials are maintained by the Crime Prevention Unit. Printed materials are available for all SJPD staff for presentation purposes. Whenever possible, printed materials will be available in English, Spanish and Vietnamese. An official printed material inventory will be conducted annually prior to the submission of the Annual Marketing Report. Only printed materials approved by the Crime Prevention Unit Supervisor will be included in the inventory and disseminated to the public. Any shortages in printed material inventory will be reported to the Crime Prevention Unit Supervisor.

A 412 PROMOTIONAL ITEMS

A variety of promotional materials are maintained by the Crime Prevention Unit. Promotional items are available for all SJPD staff for presentation purposes. Only Promotional Items approved by the Crime Prevention Unit Supervisor will be included in the inventory and disseminated to the public. Any shortages in promotional item inventory will be reported to the Crime Prevention Unit Supervisor.

A 413 EQUIPMENT CHECK OUT PROCEDURE

All equipment, unless individually assigned, will be checked out prior to use. All SJPD staff members, including Crime Prevention Specialists, will completely fill out the appropriate equipment checkout list information. All equipment will be returned to the Crime Prevention Unit ASAP following the event unless alternate arrangements have been approved by the Crime Prevention Unit Supervisor. Upon equipment return the SJPD staff member will sign in the checked out equipment and any issue with function, damage, loss or theft will be immediately reported to the Crime Prevention Unit Supervisor and the appropriate reports filed as necessary.

A 414 MISCELLANEOUS EQUIPMENT

Any miscellaneous equipment assigned to the Crime Prevention Unit (i.e. canopies, displays, electronic equipment etc.) will be maintained and inventoried by Crime Prevention Unit staff. All equipment will be checked out to SJPD staff, with Crime Prevention Unit Supervisor approval, using the approved check out procedure (A 413) and any issue with function, damage, loss or theft will be immediately reported to the Crime Prevention Unit Supervisor and the appropriate reports filed as necessary.

A 415 STORAGE UNIT

Crime Prevention Unit staff will maintain and regularly inventory the Conex storage unit located on the SJPD Campus. All materials being stored in the unit will be placed in the appropriated location and the floor will remain clear of empty boxes and miscellaneous items.



A 500 OFFICE PROCEDURES

A 500 OFFICE PROCEDURES

A 501 CALENDARS

All presentations, changes in schedule (flexing), or time off will be listed on the appropriate office calendars. Calendars will be updated to reflect cancellations and location/time changes as needed. Information will include staff member's name, event time and location.

A 502 PRESENTATION REQUEST FORM

A presentation request form will be completed for all requests for Crime Prevention participation/attendance at presentations, events or meetings. Request forms will be filled out completely including event data, contact information for requestor, date and time request was taken, and name of staff member taking the request. If the request involves overtime, it will be immediately given to the Crime Prevention Unit Supervisor for approval and request additional staffing as necessary.

A 503 CANCELLATIONS

Presentation/event cancellations will be reflected on the original request form by predominantly displaying "CANCELLED" across the page. Crime Prevention Staff receiving the cancellation will additionally fill out the cancellation section of the request form as well as update the appropriate office calendar.

A 504 OFFICE REQUEST BINDER

All requests for Crime Prevention attendance will be housed in the Office Request Binder. All request forms will be placed chronologically into the binder immediately upon completion. As needed monthly sections will be relocated to the appropriate file cabinet. It is the responsibility of all Crime Prevention Specialist to maintain the Office Request Binder unless specifically assigned by Crime Prevention Unit Supervisor.

A 505 DATA ENTRY

Crime Prevention Specialist's will maintain a current and accessible accounting of all Crime Prevention Unit requests. All Crime Prevention Specialists will enter the scheduled presentations, assigned events and meetings into the Unit's Access Database. All entries will be completed by the end of the scheduled quarter. Crime Prevention Specialists will notify the Crime Prevention Unit Supervisor if they are unable to complete their data entry responsibilities.

A 506 NOTIFICATIONS

As a courtesy, City Council Districts will be notified, by e-mail, of Neighborhood Watches scheduled within their jurisdiction. Notifications will be made regularly to give Council Staff time to schedule attendance if so desired. If a Neighborhood Watch host refuses the offer of Council attendance it will be noted on the request form in the appropriate section and the appropriate Council Office will be informed after the meeting that a Neighborhood Watch was held in their District.

A 507 PURCHASING

All purchasing requests will be submitted to and processed by the Crime Prevention Unit Supervisor using the appropriate fiscal process each specific request.

A 508 RELEASE OF INFORMATION

No personal contact information for any San Jose Police Department staff member will be released without appropriate approval and confirmation of the caller's identification. Exceptions include work cell phone number or other work related contact information.

Information related to statistics can be given as follows:

Information listed on public sites (sjpd.org or crimereports.com) may be used in presentations, for training and as visual aids at meetings. The types of information included on these sites and their limitations will be explained to the interested parties. The public can also be directed to these sites to track crime trends or assist in personal safety decision making (moving, renting, walking, etc.).

Requests for Official Crime Statistics for the City of San Jose, the San Jose Police Department or for an individual address will be directed to OSSD for an official Public Records Act Request. General DOJ Part One Crime Reported Statistics or Statistics prepared for a public meeting by CAU may be verbally reported out at public meetings. All media requests for statistics will be directed to the PIO.

Requests from Council Staff will be directed to the appropriate Division Captain with a Cc of the request going to the appropriate Crime Prevention Specialist.

A 509 MEDIA REQUESTS

All requests for information or interviews will be referred to the San Jose Police Department's Public Information Officer. Any referrals for public information or media interviews that come to the Crime Prevention Unit from the Press Information Office will be handled by Crime Prevention Staff with the approval of the Crime Prevention Unit Supervisor.

All Crime Prevention personnel will have prior approval from the Crime Prevention Unit Supervisor and Commander before submitting any media or social media to any internal or outside contacts (per CPU Media Policy).

All Crime Prevention personnel will submit all media/social media written material or media interview request to Crime Prevention Supervisor and Commander for approval. The Commander will then forward media/social media materials or interview request to PIO. Upon Commanders and PIO approval Crime Prevention personnel can disseminate or submit name to any media, social media network, or to any internal or outside contacts (per CPU Media Policy).

A 510 LETTERS OF COMMENDATION

All Letters of Commendation will be forwarded to the Crime Prevention Unit Supervisor and appropriate Division Captain with a request that a copy be placed in receiving staff member's personnel file.

A 511 APPRAISALS

Crime Prevention Specialist's will be prepared to provide to Crime Prevention Unit Supervisor and/or Division Captain, upon request, an annual accounting of work statistics, events of note and letters of commendation.

A 512 DRESS CODE

The dress code for Crime Prevention Specialists will be business casual with SJPD Identification Card prominently displayed or Crime Prevention Unit approved polo shirt. Attire (including shoes) will be consistent with daily duty assignments, and event type, location or conditions.

A 513 INJURY

Any on duty injury will be immediately reported to the Crime Prevention Unit Supervisor and all forms and directives will be completed per the Departments Employee Injury Guidelines.

A 514 GIFT POLICY

All Crime Prevention staff will be familiar with and adhere to the City of San Jose's gift policy (CPM 1.2.2).

A 515 COMMUNITY POLICING EVENT PARTICIPATION

Crime Prevention Unit Staff participates in various events that support the Community Policing efforts of the San Jose Police Department and its community partners. Participation in these events will be at the discretion and direction of the Crime Prevention Unit Supervisor and SJPD Command Staff.

A 516 NEIGHBORHOOD WATCH PROGRAM PARTICIPANT SIGN-IN SHEETS

The Neighborhood Watch Program sign-in sheets are used to determine the NW Metal Sign 70% participation rule and are for Crime Prevention use only. Crime Prevention staff will not provide participant information to any public or private party for any other purpose.



A 600 VEHICLES

A 600 VEHICLES

A pool of vehicles is assigned to the Crime Prevention Unit for staff to use during department business. Per MEF MOA and City Policy Manual civilian staff will also be afforded mileage for use of their personal vehicles when used for city business.

A 601 PERSONAL VEHICLES

Crime Prevention Specialists will adhere to the city of San Jose's Use of City and Personal Vehicle Policy (CPM 1.8.1).

A 602 UNIT VEHICLES

Use of the CPU unmarked vehicle pool will be on a first come first served basis. To use a CPU pool vehicle Crime Prevention staff will obtain the corresponding key to the vehicle from the key box. The unit vehicle will be signed out using the sign out sheet located below the key box. Crime Prevention staff will list the vehicle number being checked out, the date, staff members name and a cell phone number. Upon return of the vehicle Crime Prevention staff will log the date and time in on the appropriate line on the check out sheet. Vehicle keys will be returned to the key box immediately upon return to the Unit. CPU staff will wash and gas vehicles as required to maintain fleet availability.

- CPU Ice Cream Truck . The Crime Prevention Unit will house and maintain the Crime Prevention Unit Ice Cream vehicle for requested events. Staff members assigned to deploy the ice cream vehicle will be responsible for prepping the vehicle prior to the event and securing it upon return.

A 603 PARKING

CPU staff personal vehicles will be parked in the staff parking lot located at Mission and San Pedro Streets. Personal vehicles can be parked inside the SJPD gates for loading and unloading of equipment as required, to facilitate the exchange of vehicles, or for safety purposes following evening presentations. The Crime Prevention Unit has been assigned eight (8) parking spaces inside the facility fence and immediately adjacent to the Special Operations Building on the San Pedro Street side. These spots are for short term POV parking as stated above and for the CPU assigned unmarked fleet.

A 604 ACCIDENTS

Crime Prevention Specialists involved in an on duty accident will adhere to the San Jose Police Department's Accidents Involving Department Members Policy (L 7000). The Crime Prevention Unit Supervisor will be informed of the accident as soon as possible.

A 605 GAS PUMPS / CAR WASH

San Jose Police Department gas pumps and carwash facilities are for official city/department vehicles only. CPU staff will wash and gas pool vehicles as required to maintain fleet availability.

A 606 MILEAGE

Crime Prevention Specialists are eligible to receive mileage reimbursement pursuant to the City of San Jose's Private Vehicle Mileage Reimbursement Policy (CPM 1.8.3). All mileage reimbursement requests will be noted on A Mileage Reimbursement Claim Form. Once completed and signed the form will be routed to the Accounts Payable Department within the Police Fiscal Unit. Forms must be submitted within 30 days of travel. Forms may be held and submitted on the timecard schedule for ease of record keeping if preferred.



A 700 TRAINING

A 700 TRAINING

All trainings will be approved by the Crime Prevention Unit Supervisor prior to attendance. Crime Prevention Staff requesting training will be responsible for completing and submitting all BFO appropriate forms, providing supporting paperwork, confirming travel arrangements and completing all required registrations. Crime Prevention staff members will also be responsible for securing any needed release time and/or transportation.

A 701 IN-HOUSE TRAININGS

All trainings offered in-house (SJPD) requires Crime Prevention Unit Supervisors and Commander approval. Must complete the BFO Training Request Form.

A 702 OUTSIDE COURSE (In State) TRAININGS

All fee-based trainings offered within San Jose requires Crime Prevention Unit Supervisor approval, Commander, Chief of Police approval, submission of a BFO Training Request Forms, Memo, Travel Request/Per Diem Support Documents, and Per Diem Expenses Worksheet. *No Travel Request/Per Diem Form . Does not include: airfare or hotel less than \$500.

A 703 OUTSIDE COURSE (In State) TRAININGS

All fee-based trainings offered within San Jose requires Crime Prevention Unit Supervisor approval, Commander, Chief of Police approval, submission of a BFO Training Request Forms, Memo, Travel Request/Per Diem Support Documents, and Per Diem Expenses Worksheet. *Travel Request/Per Diem Form - If includes either of these: exceeds \$500 and/or Airfare and/or Hotel (if beyond 75 miles).

A 704 OUTSIDE COURSE (Out of State) TRAININGS

All outside training courses require Crime Prevention Unit Supervisor approval, Commander, Chief of Police approval, submission of a BFO Training Request Form, Memo, Travel Request/Per Diem Support Documents, and Per Diem Expenses Worksheet. *Travel Request/Per Diem Form . Any travel outside of the State of California.