

# CARLSBAD POLICE DEPARTMENT

## Department Training Bulletin

#2017-01

Distribution: All Sworn Personnel  
Date: January 18, 2017  
Subject: AB2298  
Topic: Shared Gang Databases

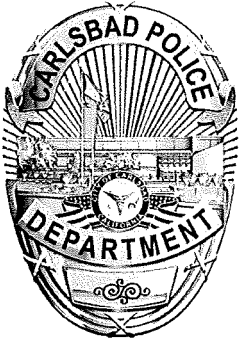
  
Neil Gallucci, Chief of Police

In September 2016, Assembly Bill (AB) 2298 was signed into law and became effective on January 1, 2017. This law requires law enforcement agencies to notify persons in writing before entering their names and information into the CalGang database system. It further gives a person the right to file a written appeal to the agency that entered the data into the system and, if unsatisfied, they have the right to appeal and file a limited civil suit contesting the decision in Superior Court. Lastly, AB2298 gives persons the right to file a written inquiry with any law enforcement agency to determine whether or not their names are included in the CalGang shared database.

Any member of the department receiving an inquiry (whether in writing or not) about a person's entry into the CalGang database shall refer that person to the Carlsbad Police Department Vice Narcotics Intelligence Unit (VNIU). Only authorized VNIU personnel will respond to these requests.

Department members are reminded to abide by the terms of CalGang access. Do not conduct or release any information obtained via CalGangs or any other computer systems to non-law enforcement individuals.

If you have any questions, please contact the VNIU Sergeant.



# CARLSBAD POLICE DEPARTMENT

## Department Training Bulletin

#2017-02

Distribution: All Sworn Personnel

Date: **JULY 3, 2017**

Subject: Policy 214 Administrative Communication

  
Neil Gallucci, Chief of Police

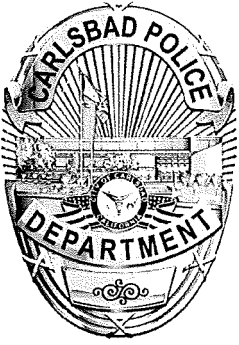
### PURPOSE:

The purpose of Carlsbad Police Department letterhead is designed for official use only.

### GENERAL:

#### **Policy 214.3 CORRESPONDENCE**

In order to ensure that the letter head and name of the Department are not misused, external correspondence should be on Department letterhead. Personnel should use Department letter head only for official business.



# CARLSBAD POLICE DEPARTMENT

## Department Training Bulletin

#2017-03

Distribution: All Personnel  
Date: 07/06/17  
Subject: Graffiti Tracker  
Topic: Documentation of Graffiti (all types)

  
Neil Gallucci, Chief of Police

### **PURPOSE:**

Identify procedures for documenting all types of graffiti in the City of Carlsbad in collaboration with the Police Department, Parks and Recreation Department, and Public Works Department utilizing Graffiti Tracker.

### **DEFINITION:**

Graffiti Tracker is a corporation which has developed a web-based tracking system for all types of graffiti. Their website can be found at: [graffititracker.net](http://graffititracker.net). Graffiti Tracker has an app which can be uploaded to any handheld telecommunication device. The Carlsbad Police Department subscribes to Graffiti Tracker's services for the purpose of documenting and tracking all types of graffiti. The Carlsbad Police Department has one universal account with Graffiti Tracker with the user name: [cbpdgraffiti@carlsbadca.gov](mailto:cbpdgraffiti@carlsbadca.gov), and password: [cbpdgraffiti1](#). The removal of graffiti is outsourced to Urban Corps San Diego who monitors the Graffiti Hotline which is a telephone number (760-434-6700) with a voicemail system attached for 24 hour telephonic graffiti reporting for use by members of the public to report graffiti.

### **PROCEDURES:**

#### I. THE APP:

- A. All police officers and CSOs with ARJIS phones will be trained in the download and use of the Graffiti Tracker app.
- B. Once all police officers and CSOs are issued new Body Worn Camera cellular phones, they will also be trained in the use of the graffiti tracker app.
- C. All police officers and community service officers (CSO) will upload the Graffiti Tracker app to their department issued telephones.

#### II. CALLS FOR SERVICE:

- A. Anytime a communications operator receives a call from a citizen regarding graffiti within the City of Carlsbad a call for service will be generated.
- B. A police officer or CSO will be dispatched to the call for service and will document the graffiti in a crime report.

- C. The police officer or CSO will take pictures of the graffiti with their ARJIS phone or department issued cellular phone.
- D. The police officer or CSO will upload the pictures to the department's Graffiti Tracker app account and the Quetel evidence system.
- E. Anytime a communications operator receives a call from Parks and Recreation, Public Works or Urban Corps regarding graffiti which is about to be removed by them (following its upload to Graffiti Tracker by them), the communications operator will create and close an incident in CAD to document who called in and uploaded the graffiti to the Graffiti Tracker app.

III. FLAG-DOWN / INDIVIDUAL REPORTING:

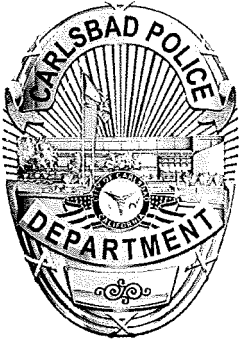
- A. Anytime a police officer or CSO is made aware of graffiti either when flagged down by a citizen or discovering the graffiti themselves, the police officer or CSO will check with the communications center to verify whether or not the graffiti has already been documented.
- B. If the graffiti has not already been documented, the police officer or CSO will take pictures of the graffiti and upload them to the Graffiti Tracker app as well as the Quetel evidence system, and document the incident in a crime report.

IV. PARKS AND RECREATION / PUBLIC WORKS / URBAN CORPS:

- A. The City of Carlsbad Public Works supervision team as well as the Parks and Recreation supervision team will have the Graffiti Tracker app uploaded to their City of Carlsbad issued telephones to document any graffiti reported to them throughout the course of their duties.
- B. When Urban Corps San Diego responds to locations containing graffiti as reported through the Graffiti Hotline, the Urban Corps San Diego supervisor will upload pictures of the graffiti via the app.
- C. Any member of the Public Works, Parks and Recreation, and Urban Corps teams who uploads pictures of graffiti to the Graffiti Tracker app will advise CBPD Dispatch via telephone the name of the person who uploaded the pictures of the graffiti to the app.

V. INVESTIGATIONS CSO FOLLOW-UP:

- A. All uploads to the graffiti tracker app will be monitored weekly by the Property Crimes Investigations CSO.
- B. The Investigations CSO will complete a crime report to document any graffiti uploaded via the Graffiti tracker app by Urban Corps, Parks and Recreation or the Public Works Department.
- C. The Investigations CSO will research in CAD any graffiti uploaded by Public Works, Parks and Recreation, and Urban Corps to determine who uploaded the pictures of graffiti.
- D. Upon review of the material, the Property Crimes Investigative CSO will forward any information with respect to trends/sprees/gang related graffiti to the appropriate detective (gangs/property crimes/juvenile).
- E. All graffiti related crime reports will be reviewed by the Property Crimes Investigative Sergeant who will assign the case to the appropriate detective.



# CARLSBAD POLICE DEPARTMENT

## Department Training Bulletin

#2017-04

Distribution: All Sworn Personnel

Date: 7/25/17

Subject: Planning review

Topic: ABC component Planning Review

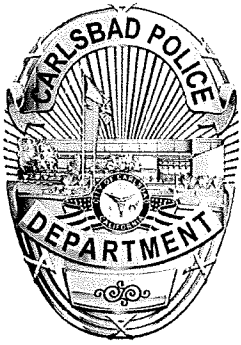
  
Neil Gallucci, Chief of Police

### Purpose:

This training bulletin was created in order to ensure that all stake holders in the planning process are afforded an opportunity to provide necessary input for new business licenses, or conditional use changes in the City of Carlsbad which involve the use or sales of alcoholic beverages. The intent of this training bulletin is to allow all city departments to become more successful in our mission of providing outstanding customer service.

### General:

- Building plans are generated at the planning department and sent to the Carlsbad Police Department's Communication Manager for a Crime Prevention Through Environmental Design review (CPTED).
- If the Communication Manger recognizes any Alcohol Beverage Control (ABC) components as it relates to licensing, the Communication Manager shall contact the Special Investigation Lieutenant and advise him/her of this concern.
- The Special Investigations Lieutenant will contact the planning department regarding the ABC component and determine if further investigation will be need regarding an impact report.
- The Communication Manager's report will be released to the planning department only after the Special Investigation Lieutenant has provided him/her the authority to do so. This report should include any concerns that may have been identified in the future ABC licensing process.
- This report shall provide the Planning Commission with the necessary information regarding the impact of this license to the City of Carlsbad.



# CARLSBAD POLICE DEPARTMENT

## Department Training Bulletin

#2017-05

Distribution: All Sworn Personnel

Date: *AUGUST 24, 2017*

Subject: PC 25140 (a)- Leaving a handgun in an unattended vehicle

Topic: Investigating this crime in the field

A handwritten signature in black ink, appearing to read "Neil Gallucci".

Neil Gallucci, Chief of Police

### **Purpose:**

This training bulletin is designed for the following:

1. To educate the department about PC 25140 (a) – Leaving a handgun in an unattended vehicle.
2. Prevent violations by department personnel of PC 25140(a) and Department Policy 312.5.1- Storage in vehicles.
3. To provide guidance to officers who respond to take a report of theft from a vehicle where a gun is stolen.

### **General:**

PC 25140 (a) requires persons when leaving a handgun in an unattended vehicle to do the following:

1. Lock the handgun in the vehicle's trunk,
2. Lock the handgun in a locked container, and place the container out of plain view, or
3. Lock the handgun in a locked container that is permanently affixed to the vehicle's interior and not in plain view.

Law enforcement is not exempt from this law. PC 25140 (a) is an infraction.

For officers responding to investigate a theft of a gun from a vehicle, the officer should do the following:

1. The officer should completely investigate the theft and document it appropriately.
2. The officer should also investigate thoroughly to determine if there was a violation of 25140 (a) PC.
3. A violation of this section by anyone is an infraction.
4. If a violation has occurred, a second case number should be obtained and the officer should submit a crime report and notify warrant to the District Attorney's issuing office for review for the potential violation.



# CARLSBAD POLICE DEPARTMENT

## Department Training Bulletin

#2017-06

Distribution: All Carlsbad Police Department Employees

Date: January 1, 2018

Subject: Quarterly Evaluation Meetings (QEM)

Topic: QEM Guidelines

A handwritten signature in black ink, appearing to read "Neil Gallucci", written over a horizontal line.

Neil Gallucci, Chief of Police

The Carlsbad Police Department evaluates employees on an ongoing basis. The content of an employee evaluation is compiled during annual rating periods that are aligned with individual employee hire dates. Employees have 'evaluation files,' which are maintained by department supervisors. The contents of employee 'evaluation files' are incorporated into annual evaluations.

The QEM form is used to document all Carlsbad Police Officer's Association represented employees' performance on a quarterly basis. The QEM form is used to facilitate and document a conversation between the employee and supervisor:

The conversation is a quarterly checkup regarding an employee's performance, and meant to provide meaningful feedback to the employee. The QEM's will be completed in a cycle to coincide with each employee's annual evaluation. Moving forward the Carlsbad Police Department will accomplish this in the following manner:

- Beginning January 1, 2018 the new QEM process will begin.
- By this date, all supervisors should review and evaluate how many QEM's are due for each assigned employee, ensure they are completed or the due dates have been identified for the future.
- All QEM's will be completed so that each employee is up to date by quarter, based on the annual performance review date. For the month of January 2018 only, if QEM's are not up to date, the supervisor will complete one QEM to satisfy the uncompleted quarter(s). The remaining QEM's will be completed timely after each quarter is complete.
- When the final annual performance review is due, each supervisor will complete a 4<sup>th</sup> quarter QEM for their employee, complete the Carlsbad Police Department Personnel Performance Evaluation check box form (no narrative needed), and attach the previous quarters QEM's to the annual performance evaluation package.
- Discuss with employee, sign and submit via chain of command for final review.

The QEM form is meant to facilitate and document ongoing dialogue between employee and supervisor. The Carlsbad Police Department has no predetermined criteria for meaningful work completed by employees. Meaningful work may be accomplished in many forms, however it must further the department goals of reducing crime and increasing quality of life in our community. Areas that are of significant interest to the department are:

- Addressing quality of life issues

- Arresting criminal offenders and conducting thorough investigations
- Community outreach and relations
- Proactive law enforcement efforts focused on crime analysis data

The Carlsbad Police Department has no statistical criteria for achieving ratings on QEM forms; each employee is expected to have an individual work output. However, every employee is expected to consistently perform meaningful work that has a positive impact on the community of Carlsbad.

QEM expectations for employees are as follows:

- Perform consistent meaningful work during each rating period
- Attend the QEM meeting with their supervisor prepared to discuss their activities during the previous rating period as they relate to the above department interests
- Engage in a meaningful conversation with their supervisor while both discussing their past efforts and soliciting supervisor suggestions for the next rating period
- Review the supervisor's notes documenting the meeting on the QEM form

QEM expectations of supervisors are as follows:

- Engage in a meaningful conversation with their employee regarding the employee's performance related to the above department interests
- Document the employee's discussion points regarding each department interest on the QEM form
- Document the supervisor's comments regarding the employee's past performance and the supervisor's suggestions regarding future rating periods on the QEM form
- Only the Traffic Division is expected to document officers' enforcement totals related to citations, written warnings and impounds during the rating period

QEM expectations of the shift lieutenant are as follows:

- Insure that all QEM's for their assigned shift(s) are completed within one week when they are due unless prior approval is granted by the lieutenant regarding a delay in completing the QEM
- Review all QEM forms for their assigned shift(s) to insure that meaningful documentation is provided on the form
- Insure that all QEM's for their assigned shift(s) are filed in the employee's evaluation file only after being reviewed by the employee