

# Lawrence Berkeley National Laboratory

## LBL Publications

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Instructor's Guide

UNIVERSITY OF CALIFORNIA  
Lawrence Berkeley Laboratory  
Berkeley, California 94720

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November, 1979

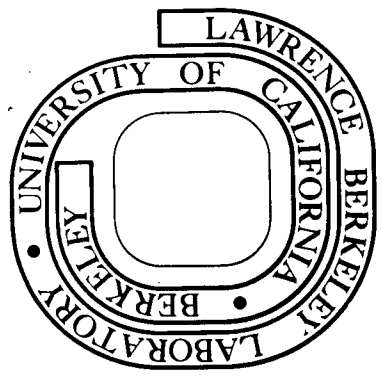
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Protection Department  
FIELD TRAINING GUIDE

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Protection Department  
FIELD TRAINING GUIDE

## ADMINISTRATIVE INSTRUCTIONS

### 1. Introduction

The trainee should be afforded all the courtesies due a new employee, and every effort should be made to familiarize the trainee with his or her new surroundings. These efforts should include:

- a. introduction to other officers;
- b. familiarization tour of department facilities;
- c. introductory visit to Protection Manager's office; and
- d. familiarization tour of Lawrence Berkeley Laboratory (LBL) and adjacent areas.

### 2. Orientation

The trainee should be introduced to beats, traffic control areas, and entrance-exit locations. An explanation of shift work requirements should be presented to him/her.

### 3. Function

The primary function of department Peace Officers is to enforce State of California laws, Department of Energy (DOE) regulations, and LBL regulations. Peace Officers are also the supervisors for the departmental functions.

The primary function of the Protective Service Officer (PSO) is to protect the physical laboratory areas; documents and personnel within the laboratory; other buildings and areas containing LBL operations. He/she enforces DOE and LBL regulations. Examples of typical job duties are the following: Perform escort duty where required; respond to protective alarm signals; check on safety hazards, such as light failure, hazardous electrical and gas equipment left on, etc.; and exercise traffic and parking control. PSO's will render employee services as requested.

### 4. Authority

On January 1, 1974, the LBL Director established the job classification of Protective Service Officer. Persons appointed within this classification are authorized by the Director to provide the protection of laboratory personnel, buildings and grounds, and other properties, equipment and facilities owned, controlled, operated or administered by LBL. Section 23501 of the Education Code and Section 830.2 of the California Penal Code allowed the Regents of the University of California, in conformance with Chapter 505, Statutes of 1947, to adopt a resolution on September 26, 1947, to create the University of California Police Department. Supervisory personnel of the LBL Protection Department are Peace Officers under the above provision with duties as prescribed

## ADMINISTRATIVE INSTRUCTIONS (continued)

by law and are also directed to supervise the work of Protective Service Officers on assigned shifts.

### 5. Jurisdiction

The LBL Protection Department assumes police jurisdiction over all motor vehicles, moving or parked, and is responsible for investigation of motor vehicle accidents and for control of motor vehicle traffic on all roadways located on the laboratory. Roadways which are at or near entrance-exit gates are the Protection Department's responsibility.

The Berkeley Campus Police Department is responsible for, and has jurisdiction over, all areas of the University of California property outside the laboratory perimeters, except those where concurrent jurisdiction with the LBL Protection Department's sworn supervisory personnel is agreed upon.

### 6. Supervisory Personnel

The functions and responsibilities of supervisory personnel and the chain of command should be explained to the trainee in as much detail as possible:

- a. **Laboratory Protection Manager:** The Laboratory Protection Manager has overall responsibility for police functions, security functions, and for the overall duty performance of personnel assigned to the LBL Protection Department.
- b. **Chief of Police:** The Chief of Police is in command of the sworn supervisory officers and the Protective Service Officers in the LBL Protection Department. He supervises and coordinates the activities of all shifts and evaluates the quantity and quality of supervision provided by subordinate officers. He issues such rules and regulations, General and Special Orders, as may be necessary for the efficient operation of the department. He is responsible to the Protection Manager.
- c. **Assistant Chief of Police:** The Assistant Chief of Police is responsible to the Chief of Police. The primary duties of the Assistant Chief are as personnel, training, and inspection officer. In the Chief's absence, the Assistant Chief assumes command of the protective service function. He is charged with maintaining and devising training necessary to keep the department at peak efficiency.
- d. **Sergeants and Relief Sergeants:** Normally one Sergeant and two Relief Sergeants are assigned to each shift. On occasion, more than one Sergeant and more or less than two Relief Sergeants may be assigned to a shift. Whatever the case, one sergeant is to be appointed shift supervisor.
  - (1) **Shift Supervisor Sergeant:** The Shift Supervisor actively directs and supervises all Peace Officers and Protective Service Officers assigned to his shift. He trains and instructs these officers in the performance of their duties. He evaluates their duty performance, and inspects their uniforms and equipment. The Shift Supervisor is responsible to the Chief of Police and the Assistant Chief of Police.

## ADMINISTRATIVE INSTRUCTIONS (continued)

- (2) Sergeants (other than Shift Supervisor) and Relief Sergeants: Sergeants and Relief Sergeants act as Patrol Sergeants and/or Alternate Shift Supervisor. They perform duties as directed by the Shift Supervisor. In the absence of the Shift Supervisor, they act as Alternate Shift Supervisor. If any Sergeant or Relief Sergeant is assigned additional department duties (e.g. administration, supply, vehicles, or training), he/she will arrange time to perform these duties when there are two or more Sergeants/Relief Sergeants on duty.

### 7. Public Relations

PR 238 states: "Employees, whether on or off duty, shall be governed by the ordinary and reasonable rules of good conduct and behaviour, and shall not commit an act tending to bring reproach or discredit upon the department or the University of California."

The value of good public relations, and how it affects the department, must be stressed to the trainee: the officer deals primarily with professional people in an academic community, and the impression he/she makes will have an effect on the department. The trainee should be reminded that when dealing with the public he/she must always remain attentive, courteous, and helpful.

### 8. Personnel Information

Before a Protective Service Officer is oriented, he/she should be sent to the personnel office to complete all the necessary records and to participate in a final interview by the Personnel Department's representative.

The instructor should obtain the following information for the Protection Department records and should send it to the pass office for ID card photographs when the information has been obtained:

Name in full	Employee number
Address	Phone number
Age, and date of birth	Height
Weight	Complexion
Color of hair	Color of eyes
Name and phone number of close friend or relative.	Distance of trainee's dwelling from the laboratory. (Trainee should be advised to notify the department when he/she moves.)
Starting date	

## ADMINISTRATIVE INSTRUCTIONS (continued)

### 9. Equipment Issue

- a. Shoulder patches (8)
- b. Flashlight
- c. Locker key
- d. Notebook
- e. Badge
- f. Protective Service ID card.
- g. Handcuffs and case
- h. Key snap
- i. Name plate
- j. Whistle
- k. Holster or purse (purse optional for female officers)
- l. Weapon and ammunition (weapon and ammunition shall not be issued until the trainee has been instructed in safe handling procedure and has qualified on the range)

### 10. Requirements

- a. Trainee must have a valid California Driver's License.
- b. Trainee must fill out proper application forms for Government Motor Vehicle Operator Card.
- c. Trainee must possess an LBL ID card.

### 11. Working Hours

Protective Service Officers are expected to work 40 hours per week. They are also expected to work overtime occasionally as required. Working hours are on a shift basis to facilitate the department's 24-hour-a-day, 7-day-a-week operations.

Instructors should advise the trainee of shift starting times and instruct him/her on punctuality, i.e., on the necessity for prompt attendance when reporting for duty assignments (See General Order (GO) 1.1, "Schedule of Work Hours.").

### 12. Sick Leave

Review Regulations & Procedures Manual (RPM), Section 2.09. The following specific points should be covered with the trainee:



## ADMINISTRATIVE INSTRUCTIONS (continued)

- a. Sick leave is accumulated at the rate of one (8-hour) day per month.
- b. Sick leave credit may be used only when an employee is unable to work because of sickness, injury, or quarantine, or for medical, dental or optical appointments.
- c. Any time charged to sick leave included within or immediately following a vacation period is acceptable as a charge against sick leave credit provided specific approval is given. Approval will be based on a physician's statement or other administratively acceptable evidence. Without such approval the absence will be charged to vacation leave or leave without pay if the employee has no vacation credit to his account.
- d. An employee may be allowed up to a maximum of 5 days of sick leave for each absence required because of the death of members of the employe's immediate family. This is chargeable to sick leave (E).
- e. An employee may be allowed up to a maximum of 5 days of leave from his accumulated sick leave credit in any fiscal year for required attendance upon immediate family members who are seriously ill or injured. This constitutes Sick Family leave (sick leave (F)).
- f. Immediate family for the purpose of these rules is defined as the employee's mother, father, husband, wife, son, daughter, brother, or sister; or any other related person who is residing in the employee's household.
- g. When sick leave is exhausted, vacation or leave-without-pay rules apply.

The instructor should stress both the importance of not abusing sick leave and the value of maintaining an adequate balance of sick leave credit. Trainee should be advised that disciplinary action for abuse of sick leave privileges is within a supervisor's scope. Unused sick leave, however, may be carried over and utilized in a retirement plan.

### 13. Vacations

Vacation policies should be completely reviewed with the trainee. The following points should be covered:

- a. Vacations should be taken in approximate accordance with the amount earned.
- b. Vacation is accrued at a rate of one and a quarter days (10 hrs) per month. After ten years, vacation leave is accrued at a rate of one and a half days (12 hrs) per month; after 15 years, vacation leave is accrued at one and three-quarters days (14 hrs) per month, and after 20 years, vacation is accrued at a rate of two days (16 hrs) per month.

## ADMINISTRATIVE INSTRUCTIONS (continued)

- c. Vacations will be scheduled by the Shift Supervisor Sergeant. It should be emphasized to the trainee that his supervisor has the responsibility for watching the monthly vacation credit reports and for scheduling vacations so that no Protective Service Officer will lose vacation credit because of laboratory work needs.

The instructor should review the departmental policies governing the scheduling of vacations.

### 14. Service Ratings (Evaluations)

Review and discuss with the trainee RPM Section 2.17 and Departmental Regulations for service ratings or evaluations.

### 15. Personal Appearance (Including Uniform)

The instructor should emphasize the value of good personal appearance as it affects public relations. Included in this discussion should be personal hygiene, i.e., haircuts, fingernails, body odor, etc.

The uniform regulations should be reviewed with the trainee. It should be emphasized that the uniform must be worn in a manner that will command respect and reflect favorably upon the individual, the department and the university. Officers may purchase uniforms at several uniform stores in the Bay Area, e.g., The Hub in Oakland, Kelly's in Berkeley and Smith's in Oakland and Berkeley are commonly used stores.

Recommended uniform purchases are listed below:

Shirts—at least two

Trousers—at least two pair

Tie—Royal Blue, "Four-in-hand" type, hook, or stay-on, or ladies cross-over tie with center snap, or ladies butterfly type (Royal Blue)

Shoes—black, smooth finish to accent polishing, or same pattern, cordovan

Socks—black or blue to match uniform

Dress jacket—red or maroon or,

Dress Eisenhower jacket—stock #450-19, Raeford "Whipcord" (Note: Officers may choose between the dress blazer and the dress Eisenhower jacket.)

Cold weather coat—blue all-nylon, three-quarter-length all-nylon coat, complete with detachable hood

Car duty jacket—optional

ADMINISTRATIVE INSTRUCTIONS (continued)

Rain coat—black, yellow or orange

Rain suit—optional with above

Cap—stock #470-19, made to meet or exceed Oakland Police specifications:

Color — Navy blue

Material — Raeford, chin strap, black patent leather

Note: For police uniforms, see Police Rules and Regulations, para. 14.000.

16. Availability of Officers

Officers are to be available for extended shift work (i.e. 12 hours) in the event of an emergency.

17. Discipline

The Chief of Police is responsible for maintaining discipline throughout the Protection Department, and is responsible for the satisfactory conduct and general behaviour of all officers, sworn and unsworn. The Chief is responsible for all investigations of charges made against members of the department by subordinates or by citizens. He will assure that all evidence relating to alleged offenses is investigated and documented.

The Chief may suspend a member of the Protection Department for just cause, and he has the right to recommend additional suspension, reprimand, demotion, or dismissal of any employee in the department. When circumstances do not justify such actions, the Chief may take the following action:

- a. Oral reprimand
- b. Written reprimand
- c. Transfer to another assignment

ACCESS PROCEDURES

1. Access to LBL (Admittances, General)

The present policy of access to LBL is of an "open" laboratory. This policy necessitates extreme alertness, keen observation, tact, and a thorough knowledge of policy on the part of department officers.

The instructor should review the following GOs: 2.8, 2.9, 3.1, 3.2, 3.3, 3.6, 3.13, 3.16 and 4.8.

	Material Read	Contents Discussed
a. Employees (See para. III, GO 3.2)		
b. Nonemployees (See para. IV, GO 3.2)		
c. Vehicles (See para. V, GO 3.2)		
d. Visitors, off shift (See Para. IV 3, GO 3.2)		
e. Visitors, professional (See Para. IV 4, GO 3.2)		
f. Visitors, salesman (See para. IV 10, GO 3.2)		
g. Visitors, laboratory tours (See para. IV 7, GO 3.2)		
h. Contractors (See para. IV 8, GO 3.2)		
i. Delivery trucks, drivers, and helpers (See para. IV 13, GO 3.2)		
j. Service personnel (see para. IV 9, GO 3.2)		
k. Process servers (See GO 3.13)		
l. Taxicabs and drivers (See para. IV 12, GO 3.2)		
m. Newsmen and photographers (see para. IV 11, GO 3.2)		
n. Guest employees, and courtesy- card holders (See para. IV 1, GO 3.2)		

ACCESS PROCEDURES (continued)

2. Badges

Unattended badges are confiscated as a protection for the laboratory and the individual employee. Even though the badge is issued for identification, failure to be in possession of the badge is not a security infraction.

Instructor should review GO 3.3 for this section.

	Material Read	Contents Discussed
a. Identification of badges (See GO 3.3)		
b. Lost or forgotten badges (See para. I, GO 3.3)		
c. Confiscation of badges (See para. II, GO 3.3)		
d. Misuse of badges (See para. III, GO 3.3)		
e. Forgery of badges (See para. IV, GO 3.3)		
f. Alterations or changes of appearance (See para. V, GO 3.3)		
g. Expired badges (See para. VI, GO 3.3)		
h. Badges in found property (See para. VII, GO 3.3)		
i. Reports and processing		

A miscellaneous Police Report (RL 655) shall be completed in all cases mentioned in this instruction. One copy of that report, along with the confiscated badge, will be forwarded to the LBL Protection Office.

ACCESS PROCEDURES (continued)

3. <u>Entrance Gate Procedures</u>	Material Read	Contents Discussed
a. Admittance procedures (See GO 3.2)		
b. Opening and securing LBL gates (See para. I, GO 3.6)		
c. Responsibilities at gate (See para. II, GO 3.6)		
d. Laboratory and official vehicles (See para. III, GO 3.6)		
e. Early closure (GPG) (See para. IV, GO 3.6)		
f. Accepting items (See para. VI, GO 3.6)		

4. <u>Control of Property Leaving LBL</u>		
a. Material passes, described (See para. 2, GO 3.5)		
b. Control of property (See para. 1, GO 3.5)		

5. Access to LBL Buildings

The "rule of thumb" to follow at LBL for doors and windows of buildings is to leave as found. The exception to this rule, however, are the buildings, doors, and windows that are covered by orders. The major publication for these exceptions is GO 3.1 (Unsecured Premises).

a. Admittance procedures (See GO 3.16)		
b. Alarms, intrusion (See GO 4.8)		
c. Entrance and access doors (See GO 3.1)		

ACCESS PROCEDURES (continued)

6. Access to Buildings, Interrogator 880

Material  
Read                      Contents  
Discussed

- a. Card key issuance  
(See para. A, GO 2.8)
- b. Card key processing  
(See para. B, GO 2.8)
- c. Alarm response  
(See para. III, GO 2.9)
- d. Program card into system  
(See para. VI, 1, GO 2.9)
- e. Program card out of system  
(See para. VI 3, GO 2.9)
- f. Place system "off line"
- g. Return system to "on line"

Material Read	Contents Discussed

7. Admittance to LBL stores (supply)

Admittance to LBL stores is administered by maintenance technicians. They also make off-hours supply issues.

8. Soviet Bloc visitors (telephone foreign visitors office)

EMERGENCY PROCEDURES

Material Read      Contents Discussed

1. Fire Calls

Instructor should review and cause student to read GO 4.2 (Emergency Procedures) and GO 4.7 (Reporting of Unusual or Suspicious Fires) and GO 4.1 (Emergency or Critical Calls)

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- a. Fire alarms (GO 4.2, Chap. VI)
- b. Grass fires: Grass fires inside or outside LBL which pose a threat to LBL property will be treated as an emergency response situation.
- c. Automobile fires: Automobile fires inside LBL will be treated as emergency response situations
- d. Smell of smoke odors (GO 4.2, Chap. VII)
- e. Leaking gas reports (GO 4.2, Chap. II.3)

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2. First Aid Calls (GO 4.1)

- a. Illness
- b. Injury




EMERGENCY PROCEDURES (continued)

	Material Read	Contents Discussed
<p>3. <u>Alarms</u></p> <p>Instructor should review and cause student to read GOs 4.8, 4.8A and 2.9.</p>		
<p>a. Personal assistance alarms</p> <p>(1) Blackberry Canyon Gate</p> <p>(2) Strawberry Canyon Gate</p> <p>(3) Building 50A, Room 4133--Director's office</p> <p>(4) Building 73, Room 101A (temporarily disconnected)</p> <p>(5) Building 90, Room 0020--Police desk</p> <p>(6) Building 90, Room 18D and 18E (Police supply)</p>		
<p>b. Intrusion alarms (listing in GO 4.8A)</p>		
<p>c. Anti-theft alarms (listing in GO 4.8A)</p>		
<p>d. Immediate Response alarms:</p> <p>Instructor should review and cause student to read GO 2.9, Chapter III.</p>		
<p>e. Investigate-only alarms (GO 2.9, Chapter III)</p>		

Note: Personal assistance alarms are to be executed rapidly (Code 3).

EMERGENCY PROCEDURES (continued)

	Material Read	Contents Discussed
<p>4. <u>Type "A" Accidents</u></p> <p>Instructor should review and cause student to read Special Order 355 (Type "A" Accidents).</p> <p>a. Serious or fatal injury (SO 355)</p> <p>b. Injury of 5 or more persons (SO 355)</p> <p>c. \$100,000 damage to LBL property (SO 355)</p>		
<p>5. <u>Bomb Threat</u></p> <p>Instructor should review and cause student to read 4.6 (Bomb threats or explosions).</p> <p>a. Evacuation (GO 4.6, Section III)</p> <p>b. Search procedures (GO 4.6, Section IV)</p> <p>c. Equipment (GO 4.6, Section V)</p>		
<p>6. <u>Radioactive Areas</u></p> <p>Officers are to protect the scene, direct traffic, and handle people-related activities. Environmental Health and Safety Personnel are to handle radioactivity and advise on safety matters.</p>		

EMERGENCY PROCEDURES (continued)

Material  
Read

Contents  
Discussed

7. Radiological Assistance Team (RAT)

Instructor is to review and cause student to read GO 4.4.

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8. Controlled Burning

The Fire Department will notify in advance. Officers will furnish assistance when possible. (Arrangements are often made beforehand at department level).

9. Washdowns

Whenever an officer discovers or is dispatched to a "leaking gasoline" incident inside the LBL perimeter, he/she will determine the extent of the fire danger at the scene, and if sufficient danger exists, the officer will request the Fire Department to perform washdown operations.

10. Off Hours Gates to be Manned

If fire or emergency is on the east end of LBL, or in Buildings 73, 74, 62 or 72, the Strawberry Canyon Gate is to be manned.

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## EMERGENCY PROCEDURES (continued)

Material Read	Contents Discussed
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### 11. Primary Police (Protection Function)

- a. Fire calls: control traffic and assist with people problems (Render a report).
- b. First aid calls: control traffic and be of general assistance to those performing First Aid.
- c. Alarms: investigate for cause.
- d. Type "A" accidents: secure scene; allow no disturbance or alterations of equipment; call photographer, but insure that he does not disturb scene.

### 12. Police Codes for Responding

Code 1—at your convenience (not used in emergencies).

Code 2—urgent (for all emergency responses except where life is in danger (i.e. personal assistance alarms).

Code 3—Emergency response (lights and siren may be used).

Note: Protective Service Officers are not to use emergency lights or siren outside the LBL perimeter. Lights may be utilized to protect an accident scene until the arrival of a police unit having jurisdiction.

## GENERAL DUTIES

Material Read	Contents Discussed
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### 1. Patrol procedures

Patrolling, whether in a car or on foot, helps to fulfill the primary police functions, which are the protection of life and property and the provision of various services to the public.

An alert and continued patrol is one of the best ways to establish good public relations, and is an effective way not only to discourage breaking of the general rules and regulations of the Laboratory, but also to guard against security violations.

An officer on patrol should continuously patrol every part of the limits of the area assigned to him, as prescribed by his orders, until his tour of duty has been completed or until he is relieved. He should never follow an obvious schedule that would enable anyone to lay out a timetable of his movements, but should learn to backtrack over his route, being watchful for any unusual occurrences.

The officer should know every part of his patrol area, and carefully check all sensitive spots. He must know the location of all fire alarm boxes and telephones available for use. He should report in as required by his orders, or at intervals not longer than one hour.

The patrolman should have all emergency telephone numbers readily available. He should know the location of all emergency apparatus, first aid stations, and points of interest within the project, and be able to give information and render aid when requested.

In case of emergency, disaster, or other unusual situations in which the officer is doubtful as to what to do, he should immediately contact his supervisor for proper instructions.

GENERAL DUTIES (continued)

	Material Read	Contents Discussed
1. <u>Patrol Procedures</u> (continued)		
a. Patrol techniques:		
<p>Patrol officers are to be alert for anything on or near their beat. They must sit upright, maintain a business-like appearance, and not smoke while driving.</p>		
b. Beat designations (Read and discuss GO 3.15)		
c. Area patrol:		
<p>All areas of LBL are to be patrolled frequently. This may be in addition to "Building Checks," or separately. Shift Supervisors will provide necessary direction.</p>		
d. Miscellaneous (police) reports RL 655. (Read and discuss GO 3.9)		
e. Police motor vehicle operations (Read and discuss GO 5.1)		
f. Building checks:		
<p>Officers are to check buildings within their assigned beats as directed by the Shift Supervisor.</p>		

GENERAL DUTIES (continued)

	Material Read	Contents Discussed
<p>2. <u>Legal Responsibilities</u></p> <p>The Supervisor should review and cause the student to read Education Code Section 23501, Penal Code (PC) Section 830.2 (d) and para. 1 of the Protective Service Rules and Regulations.</p>		
<p>a. Powers to arrest:</p> <p>(1) <u>Peace Officers (Supervisors)</u> Read and discuss PC section 836.</p> <p>(2) <u>Protective Service Officers</u> Read and discuss PC Section 837.</p>		
<p>b. Restriction on searches and seizures: Very few laws regulate the proper search and seizure of private citizens. Protective Service Officers will follow rules set aside for Peace Officers (See PC Section 833 and PC Section 846) for their protection when making a citizen's arrest inside LBL perimeter.</p>		
<p>c. Review of criminal civil liabilities: Supervisor to review and cause student to read PC Section 847.</p>		
<p>3. <u>Transportation of Females</u></p> <p>Read and discuss Section 7.4 (page 5) of Protective Service Rules and Regulations.</p>		
<p>4. <u>Off Hours Tow Truck Service</u></p> <p>Read and discuss GO 5.1</p>		

GENERAL DUTIES (continued)

	Material Read	Contents Discussed
5. <u>Fingerprints</u> Read and discuss GO 2.15.		
6. <u>Capture and Disposal of Animals</u> Read and discuss GO 2.17.		
7. <u>Lost and Found property</u> Read and discuss GO 2.16.		
8. <u>Traffic</u> Read and discuss GO 5.1.		
a. Enforcement: traffic stops. Appropriate sections of California Vehicle Code.		
b. Citations		
(1) Moving		
(2) Parked (GO 5.1, SO 421, and SO 386)		
c. Complaints		
d. Orders to show cause (GO 5.1)		
e. Traffic warnings (Written or Verbal w/RL 655 Report)		
f. Vehicle accidents (GO 3.7)		
g. Traffic collision reports (GO 3.7)		



GENERAL DUTIES (continued)

	Material Read	Contents Discussed
9. <u>Gate Duties</u> (See Access Procedures)		
10. <u>Custody Arrests</u> (GO 3.14)		
11. <u>Crime Reports</u> (California State Standard <u>Crime Report Instructions</u> )		
12. <u>LBL Geography</u>		

Officers should be familiar with buildings, emergency systems, night lights, and areas of operation. This familiarity is to include sufficient knowledge of detail of Berkeley streets to enable the officer to provide information to persons appearing at kiosks.

DESK OPERATIONS, REPORT WRITING, RECORDS AND COMMUNICATIONS

	Material Read	Contents Discussed
<p>1. <u>Desk Operations</u></p> <p>Instructor should review and cause student to read GOs 2.2, 2.4, 2.5, 2.6, 2.14, and 5.2</p> <p>All officers of this department are to be trained to operate the desk.</p>		
<p>a. Dispatching:</p> <p>A proper knowledge of police codes, good telephone manners, and field duties is the prerequisite for a good dispatcher. He or she must be level-headed and courteous.</p>		
<p>b. Console operations:</p> <p>Officer to be made familiar with console controls.</p>		
<p>c. Fire alarm system:</p> <p>Read GOs 4.2 and 4.1.</p>		
<p>d. Security alarms:</p> <p>Read GOs 4.8 and 4.8A.</p>		
<p>e. Personnel assistance alarms:</p> <p>Read GOs 4.8 and 4.8A.</p>		
<p>f. Equipment alarms:</p> <p>Read GOs 4.8 and 4.8A.</p>		
<p>g. Lost and Found:</p> <p>Read GO 2.14.</p>		
<p>h. Files:</p> <p>Trainee should be familiar with all files and must have a working knowledge of OTSC file, Indices file, Alpha file, Traffic Warning System File. He/she also must be capable of using the Suspense File.</p>		

DESK OPERATIONS, REPORT WRITING, RECORDS AND COMMUNICATIONS (continued)

	Material Read	Contents Discussed
2. <u>Reports and Report Writing</u>		
Supervisors should review and cause student to read GO 3.5, Collision Report Manual and California State Standard Crime Report Instructions.		
a. Police incident report (RL 655)		
b. Vehicle accident reports		
c. Crime reports		
3. <u>Records</u>		
a. Daily assignment sheet: Read GO Number 2.6.		
b. Intrusion alarm records: The trainee should be instructed that form RL 575 is used for recording alarmed buildings and rooms entries.		
c. Interrogator 880 tapes: The trainee should be instructed that print-outs from interrogator are used for recording card-key information.		
d. Telephone records: The trainee should be instructed that telephone records are used for recording long distance and unusual telephone calls.		
e. Special assignment information: The trainee should be instructed to use a special assignment sheet for recording work that is different than beat, gate, or patrol, for statistical purposes.		

DESK OPERATIONS, REPORT WRITING, RECORDS AND COMMUNICATIONS (continued)

Material Read	Contents Discussed
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f. Police log (journal):

The trainee should be instructed that the Police Log is used for keeping a concurrent record of daily activities of the department.

g. Admittance records:

The trainee should be instructed that records of admittances are to be compiled and made into a police report once a week.

4. Correspondence and Typing

The importance of neatness, correct spelling and punctuation and the use of an electric typewriter and letterhead stationary should be explained to the trainee.

5. Laminating Machine

The trainee should be instructed in the proper use and application of heat.

6. Communications

a. Radio:

The trainee shall be thoroughly instructed in radio procedure and the interrelations in the entire radio network, including LBL, Livermore (including Site 300), KMC 291 (campus), KMA 550 (Berkeley PD) and Department of Energy call in. He/she shall be instructed to memorize the codes used in radio communications, and to observe radio courtesy at all times.

DESK OPERATIONS, REPORT WRITING, RECORDS AND COMMUNICATIONS (continued)

Material Read	Contents Discussed
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6. Communications (continued)

b. Telephones:

The trainee should become familiar with the LBL telephone system, and should commit to memory all pertinent telephone numbers. It must be impressed on the trainee that telephone courtesy is to be maintained at all times and that he/she should speak in a clear, polite, and understandable voice.

c. Auxiliary, i.e., page-boy:

The trainee should be instructed in, and should become familiar with, all auxiliary and emergency communications.

d. Public address system:

The trainee shall be taught to make announcements in a slow, pleasant voice. He or she must be taught to repeat each announcement or request. Persons paged are to be addressed by first and last name (avoid doctor, professor mister, Ms. and the like). Route all telephone calls through the police desk so as to insure that parties have been contacted.

WEAPONRY

Material  
Read

Contents  
Discussed

1. Firearms (Range Qualification)

Firearms training is conducted at a local range. It is department policy that every Peace Officer and every Protective Service Officer shall achieve and maintain firearms proficiency. All officers must be able on an annual basis to fire a qualifying score with the weapon customarily carried by him/her.

a. Camp Perry course


b. National Police course

2. Firearms Policy

Officers who have duties which they are required to perform without being armed will be given time and opportunity to arm themselves prior to being dispatched to a dangerous situation.

a. Safeguarding weapons:

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All unattended firearms shall be securely stored under lock in an unloaded condition.

Note: Shift Supervisors may authorize weapons to be taken off-project for the purpose of range practice.

WEAPONRY (continued)

Material  
Read                      Contents  
Discussed

2. Firearms Policy (continued)

b. Issuance of firearms:

Firearms shall be issued only after qualification requirements have been met.

c. Authorized weapon:

The trainee's authorized weapon shall be a .38 caliber revolver, Smith and Wesson or Colt. The barrel may be from 2 to 4 inches in length.

d. Storage of firearms:

Officers may keep individual authorized weapons in locked wall lockers in the squad room when they are not in use. Weapons are to be stored with cylinders open.

e. Ammunition:

Officers shall be issued replacement ammunition by their supervisor. Ammunition for range practice is to be issued in accordance with GO 3.17.

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f. Carrying of firearms:

Except as otherwise directed, every qualified PSO shall be armed at all times while on duty (Gate Officers are not to be armed during daylight hours).

g. Display of firearms:

Officers shall not unnecessarily display any firearms or carelessly handle a firearm at any time.


WEAPONRY (continued)

	Material Read	Contents Discussed
2. <u>Firearms Policy</u> (continued)		
h. Discharge of firearms:		
Read and discuss page 10, section 20.3, PSO Rules and Regulations.		
i. Warning shots:		
Warning shots shall <u>NOT</u> be fired.		
Note: <u>Instructor should review and cause student to read GO 3.17 and 6.1. Additional studies are to include all parts to Sections 19 and 20 of PSO Rules and Regulations.</u>		
3. <u>Chemical Mace</u>		
a. Read and discuss GO 3.18.		
4. <u>Police Baton</u>		
a. Peace Officers:		
Read and discuss Penal Code Section 12002.		
b. Protective Service Officers:		
Read and discuss Special Order 415.		



WEAPONRY (continued)

	Material Read	Contents Discussed
5. <u>Cap-Chur-Gun</u> Read and discuss GO 2.17.		

6. Shotguns

Shotguns are kept in the gun-cabinet in the alarmed store room. They may be used by Peace Officers in the performance of their duties, but are maintained in a state of readiness for riot or other emergency duties. In case of extreme emergency, they may be issued to Protective Service Officers. Orders for this issue should be by the Protection Manager, the Chief or Assistant Chief of Police.

7. Rifles and Carbines

The weapons are to be utilized by Peace Officers in the performance of their duties.

CARE OF DEPARTMENT EQUIPMENT

	Material Read	Contents Discussed
<p>1. <u>Automotive</u></p> <p>Read and discuss GO 5.1.</p> <p>a. Police cars:</p> <p>Officers are to care for police cars so as to keep them in perfect running order. presentable to the public; properly supplied; and properly equipped for continuous performance in the field.</p> <p>b. Loaner and other cars:</p> <p>Loaner cars and any other automobiles used by members of the department are to be cared for so as to insure that they are in as good or better condition when returned to their proper care-taker than when they were received.</p>		
<p>2. <u>Desk and Communications</u></p> <p>a. Office machines:</p> <p>Office machines (typewriters, calculators, etc.) are to be handled by persons who have had sufficient training in their use to prevent damage to the machines. They will be serviced periodically by a service repairman.</p> <p>b. Office furniture:</p> <p>Office furniture is to be protected from rough treatment, kept clear of extraneous matter, and protected from items that scratch or gouge.</p> <p>c. Radios:</p> <p>Console radios, vehicular mounted radios and "Handy-Talkie" radios are to be either locked in store room, locked in cars, placed at Ready Rack for constant care, or signed out to an officer. They must be kept in constant repair for use at all times.</p>		

CARE OF DEPARTMENT EQUIPMENT (continued)

	Material Read	Contents Discussed
3. <u>Squad Room Material</u>		
<p>a. Lockers:</p> <p>Lockers are to be kept neat and orderly at all times. Pinup pictures and/or photographs may be displayed on the inside of doors, but should not be offensive to fellow workers. When weapons or munitions are inside, the locker must be locked.</p> <p>b. Tables and chairs:</p> <p>Tables and chairs are to be protected from rough treatment. They are to be kept clear of items that scratch or gouge.</p> <p>c. Coffee and lunch facilities:</p> <p>Custodial personnel are required to clean floors and LBL property in the squad room. Items purchased by members of the department, however, must be cleaned and maintained by the users.</p>		
4. <u>Department Keys</u>		
Read and discuss GO 5.2.		
5. <u>Photographic Equipment</u>		
Cameras and photographic paraphernalia must be kept clean and orderly by their users. Users must notify their respective supervisors of material consumed so as to expedite requests for replacement material.		
6. <u>Fingerprint Equipment</u>		
Read and discuss GO 2.15.		

CARE OF DEPARTMENT EQUIPMENT (continued)

Material  
Read                      Contents  
   Discussed

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7. Bomb Kit

This item is to remain stored except when in actual use. Supervisors are to inventory the kit frequently.

8. Evidence Kit

This kit to be stored except when in use. Supervisors are to inventory it frequently.

9. Packets

Read and discuss GO 5.1.

10. Items for Individual Use

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a. Helmets, buco:

Wipe away dust and make an occasional check for completeness and fitting.

b. Riot sticks:

Keep free of dust and greasy particles. If stick is made of wood, rub in small amount of linseed oil.

c. Gas mask (protective):

Check for proper fitting, wipe away dust and grease; insure that the mask is correctly placed in its canvas case.

d. Armor jackets:

Armor jackets are to be stored, except when in use. Supervisors are to inventory frequently to insure supplies are sufficient.

CARE OF DEPARTMENT EQUIPMENT (continued)

	Material Read	Contents Discussed
10. <u>Items for Individual Use</u> (continued)		

e. Weapons:

Weapons are to be stored with their bolts (cylinders) open and under at least double-lock protection. They are to be cleaned frequently (three consecutive days after firing), and they should be oiled lightly.

f. Leather goods:

Wipe away grease and dirt; if more cleaning is required, use a light sponge of saddle soap. After cleaning, apply a small amount of neats foot oil.

g. Handcuffs:

Wipe away dust and grime, and keep lightly oiled. Insure protection of handcuff keys.

h. Badge and insignia:

Wipe away dust and grease. Do not polish metal with any harsh abrasives.

## DEPARTMENT SAFETY PROCEDURES

Material Read	Contents Discussed
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### 1. Weapons (General)

- a. Never handle any firearm without first checking to be sure it is not loaded.
- b. Never point a weapon at anyone unless you are willing to and intend to kill that person.
- c. Never consider a weapon unloaded until you have proven it so.

### 2. Weapons in Squad Room

Loading and unloading weapons in the squad room requires extreme care because there are many people and many activities. Weapons shall be pointed downward into barrel of sand during loading and unloading.

### 3. Weapons on the Range

- a. Never take a weapon out of its holster until you are on the firing line.
- b. Never load or cock a weapon except upon command.
- c. Always keep the muzzle of your weapon pointed down range.
- d. Never go forward or leave your position until the order is given.

DEPARTMENT SAFETY PROCEDURES (continued)

Material Read	Contents Discussed
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4. Automobiles (On Patrol)

As previously mentioned, you should be alert at all times while driving. There are, however, times when you become tired and sleepy. When this happens, stop the car, get out and walk, or perhaps check some buildings.

Be extremely cautious during periods of inclement weather when roads become slick.

A very dangerous time is when you are proceeding to an emergency. Remember that if you do not get there because you are a victim of your own accident, you will be of no help at the scene.

Another dangerous time is when you have made a vehicle stop or when you are using a squad car for blocking an accident. Of course, you are to put the squad car in a position to protect other people, but you must be extremely careful that you do not become another accident.

Note: The instructor is to emphasize the use of chock-blocks for incline parking. Speed, even in emergencies, should be in accordance with road and weather conditions.

5. Other Department Equipment

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a. Desks, tables and cabinets:

Care must be exercised when moving, cleaning, or organizing miscellaneous furniture. An over-balanced file cabinet or an upset table can cause severe injury.

DEPARTMENT SAFETY PROCEDURES (continued)

	Material Read	Contents Discussed
5. <u>Other Department Equipment</u> (continued)		

b. Electrical appliances:

Caution must be exercised when plugging or unplugging electrical appliances. If one is standing on a wet floor and receives an electrical shock, he/she may be seriously injured.

6. Safety clothing

a. Safety shoes:

Officers are encouraged to buy and wear shoes with steel-plated toes, and are required to wear shoes with sufficient strength to protect the feet.

b. Safety helmet:

When an officer must be in the area where there is danger of falling objects, he/she should request a safety helmet for protection. The supervisor will provide a helmet.

7. Safety Glasses

Safety glasses are available through LBL Environmental Health and Safety Department; plastic safety glasses are available in all machine shops.

8. Personal Safety Factors

a. Stooping or bending:

Extreme care should be taken when stooping or bending. Injury to back muscles can be caused by sudden stooping or bending.



DEPARTMENT SAFETY PROCEDURE (continued)

Material Read	Contents Discussed
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8. Personal Safety Factors (continued)

b. Lifting:

When an object must be lifted, the person doing the lifting should move the object straight up by keeping his back erect. Officers should not try to lift exceptionally heavy objects without assistance.

c. Running:

Officers who are involved in, or planning an exercise program, should work slowly to build up stamina for running. "Too fast, too far" tends to cause soreness and will probably cause the program's termination.

d. Water and slippery substances or both:

Slippery places must be avoided whenever possible.

## TRAINING

Material Read	Contents Discussed
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### 1. On The Job

Normally, training for Protective Service Officers is conducted on an "on-the-job" basis over a two-week period. Training and Information for Private Police (TIPP) and the department's In-Service-Training (IST) are to be completed during officers' probationary period or as soon thereafter as is practical.

#### a. TIPP:

TIPP is a continuing program of training and information published by the Davis Publishing Company. Shift Supervisors are to present this material.

#### b. IST:

IST consists of a series of twenty training situations and was prepared by the department. The situations described in IST require that officers perform routine job tasks. Shift Supervisors are to give and grade the situation papers. Half of these situations are practical exercise programs; the other half are LBL-oriented paper exercises.

### 2. Firearms

Firearm training is conducted annually at a local range. Officers are encouraged to practice between firing sessions.

#### a. Training (See GO 3.17)

#### b. Ammunition allotment (See GO 6.1)

TRAINING (continued)

	Material Read	Contents Discussed
3. <u>Training Aids and Devices</u>		
<p>Instructors are urged to use training aids and devices when teaching the new officers.</p>		
4. <u>First Aid</u>		
<p>Sworn officers are required to maintain a current First Aid card. PSOs are not required to have a current card, but are encouraged to maintain a high level of competence so as to be able to assist when injuries or illness occur.</p>		
5. <u>Training Information</u>		
<p>Officers are encouraged to attend junior colleges and also training sessions offered by other police agencies.</p>		

INSPECTION—CORRECTIONS

1. Inspection-Corrections are devised to insure maintenance and accounting of items under the Protection Department's control. The emphasis is on corrections since an inspection only tells what is wrong. Supervisors detailed from each platoon will be given sufficient time to inspect and correct those items appearing on their check lists.

	Material Read	Contents Discussed
a. Protection Department occupied areas		
(1) Kiosks		
(2) Communications office		
(3) Department offices		
(4) Storage areas		
(5) Squad Rooms		
b. Arms and armament (Weapons and related equipment)		
(1) Service revolvers		
(2) 12-gauge shotguns		
(3) Other weapons		
(4) Handcuffs		
(5) Ammunition		
(6) Other supplies		
c. Communications and related equipment		
(1) Radios		
(2) Telephones		
(3) Page-boy system		
(4) Interrogator 880		
(5) Computer and Related Equipment.		

INSPECTION—CORRECTIONS (continued)

	Material Read	Contents Discussed
d. Administration, supply and special equipment		
(1) Administration		
(2) Office equipment		
(3) Supply system		
(4) Special equipment		
e. Automotive and related equipment		
(1) Automobiles		
(2) On-vehicle items (Habitually carried in auto)		
(3) Packets and convenience items		
f. Operations and training		
(1) Operations		
(a) Security measures		
(b) Patrol and beat effectiveness		
(2) Training		
(a) Oriented toward mission		
(b) Records kept		

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