ATTACHMENT “G”

Relevant Torrance Policies

18 pages

Law Enforcement Code of Ethics

104.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all peace officers are aware of their individual responsibilities to maintain their integrity and that of their department at all times.

104.2 POLICY

The Law Enforcement Code of Ethics shall be administered to all peace officer trainees during the Basic Academy course and to all other persons at the time of appointment (11 CCR 1013).

104.3 LAW ENFORCEMENT CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before god to my chosen profession... law enforcement.

104.3.1 OBJECTION TO RELIGIOUS AFFIRMATION

Reference to religious affirmation in the Law Enforcement Code of Ethics may be omitted where objected to by the officer.

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34.05 **ANTI-HARASSMENT POLICY**

The City is committed to providing a workplace free of discriminatory harassment. This Policy defines discriminatory harassment and sets forth a companion procedure for the investigation and resolution of such complaints by or against any City employee, applicant or contractor. This Policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunity and compensation.

Discriminatory harassment will not be tolerated and employees who violate this Policy may be subject to appropriate disciplinary action. Retaliation against any individual for making a complaint of such harassment or for participating in a harassment investigation constitutes a violation of this Policy. However, knowingly false accusations of retaliation or harassment similarly will not be tolerated.

34.10 **Definitions**

34.10a Protected Classifications: This Policy prohibits harassment or discrimination because of an individual's protected classification. "Protected Classification" includes race, religious creed, color, national origin, ancestry, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over 40 years of age, military and veteran status, and sexual orientation.

Harassment can consist of virtually any form or combination of verbal, physical, visual or hostile work environment conduct. It need not be explicit, nor even specifically directed at the victim. Sexually harassing conduct can occur between people of the same or different genders.

Harassment includes, but is not limited to the following misconduct:

34.10b Verbal Harassment

Inappropriate or offensive remarks, slurs, jokes or innuendoes based on race, religious creed, color, national origin, ancestry, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over 40 years of age, military and veteran status, and sexual orientation.

This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, pregnancy or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist,

patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.

34.10c Physical Harassment

Inappropriate or offensive touching, assault, or physical interference with free movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over 40 years of age, military and veteran status, and sexual orientation.

This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, massaging, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.

34.10d Visual or Written Harassment

The display or circulation of offensive or derogatory visual or written material related to race, religious creed, color, national origin, ancestry, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over 40 years of age, military and veteran status, and sexual orientation. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

34.10e Work Environment

A work environment that is permeated with sexually oriented talk, innuendo, insults or abuse not relevant to the subject matter of the job. A hostile work environment can arise from the following circumstances:

A. An unwarranted focus on sexual topics or sexually suggestive statements.
B. An unwelcome sexual behavior directed specifically at an individual.
C. The individual merely witnesses unlawful harassment in his or her immediate surroundings.

The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as:

A. The frequency of the conduct.
B. The severity of the conduct.
C. Whether the conduct is humiliating or physically threatening.
D. Whether the conduct unreasonably interferes with an individual's work.

By definition, sexual harassment is not within the course and scope of an individual's employment with the City of Torrance.

34.15 **Relationships between Supervisors and Subordinate Employees**

Romantic or sexual relationships between supervisors and employees are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships which may create an appearance of impropriety and lead to charges of favoritism by other employees. A welcome sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing.

34.20 **Prohibited Supervisory or Managerial Behavior**

No supervisor, manager or other authority figure shall:

A. Condition any employment, employee benefit or continued employment in the City of Torrance on an applicant's or employee's acquiescence to any of the behavior defined above.

B. Retaliate against any applicant, or employee, because that person has opposed a practice prohibited by this policy or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing conducted by an authorized investigator.

C. Destroy evidence relevant to an investigation of harassment.

34.25 **Behavior Prohibited by All Persons**

No employee in the City of Torrance shall:

A. Create a hostile or offensive work environment for any other person by engaging in any discriminatory harassment or by tolerating it on the part of another employee.

B. Assist any individual in doing any act which constitutes discriminatory harassment against any other employee of the City of Torrance.

134.05

ANTI-HARASSMENT PROCEDURE

All persons shall immediately report any evidence of discriminatory harassment or complaints regarding sexual harassment made to them or which they have directly observed, whether or not reported by the employee who is the object of the harassment, to their supervisor, manager, or to the Human Resources Division. Any supervisor or manager who receives a complaint regarding discriminatory harassment shall immediately report it to the Human Resources Division, followed by written documentation of the complaint.

134.10

Supervisors/Managers Responsibilities for Preventive Action

A. A copy of the Anti-Harassment Policy shall be provided to all employees in the City of Torrance, as well as displayed in prominent locations throughout the City.

B. A copy of the information sheet on sexual harassment prepared by the Department of Fair Employment and Housing is available to all City of Torrance employees upon request.

C. New employees shall be provided a copy of the Anti-Harassment Policy during New Employee Orientation.

D. The Human Resources Division shall make available information from the Department of Fair Employment and Housing and the Equal Employment Opportunity Commission about filing claims of sexual harassment with these entities.

E. A copy of the Anti-Harassment Policy and Procedure is in the City of Torrance Policy, Procedure and Protocol Manual posted on the Policies and Procedures web page on the Torrance Employee Network (TEN).

F. Employees of the City of Torrance shall receive periodic training on the policy.

134.15

Employees' Responsibilities

A. Report any conduct which fits the definition of discriminatory harassment to their immediate supervisor or appropriate authority figure. This includes conduct of non-employees, such as sales representatives or service vendors or harassing conduct toward such contractors. Under no circumstances shall an employee of the City of Torrance who believes that he or she has been the victim of discriminatory harassment be required to first report that harassment to a supervisor or other authority figure who has done the harassing.

B. Cooperate with any investigation of any alleged act of harassment conducted by the City of Torrance.

C. Maintain confidentiality to the extent possible in investigating any claims of alleged harassment.

134.20

Human Resources Reporting Procedures for Investigative/Corrective Action

A. Human Resources shall conduct a fair, timely and thorough investigation of any incident of alleged discriminatory harassment reported to them. The investigation shall be conducted in a way to maintain confidentiality, to the extent possible.

B. The person designated to investigate shall report in writing the findings of any investigation to the Human Resources Division. The Human Resources Administrator shall determine whether there is a violation of Policy and communicate the conclusion to the complainant.

C. Remedial action including discipline taken by any supervisor or manager shall be decided in accordance with Policy and after consultation with the Human Resources Administrator.

Employees who have questions about their rights and obligations described within this policy should contact the Human Resources Division.

Historical Record

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04/2001

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04/2018 Updated

TORRANCE POLICE DEPARTMENT

GENERAL ORDER 1.10 POLICING PHILOSOPHY

DATE ISSUED: January 14, 2010

JOHN J. NEU
CHIEF OF POLICE

PURPOSE

This General Order establishes the Department's policing philosophy and the expectations of personnel in their service to the community.

1.10.1 FOCUS BASED POLICING

A. Philosophy: Focus Based Policing is a distinct management philosophy based upon the need for continuous improvement through employee growth and development, as well as a general dissatisfaction with the status quo. Focus Based Policing empowers Area Commanders and Division Commanders to look for opportunities to address crime problems, quality of life issues and unexpected challenges in conjunction with their everyday responsibilities. We promote fresh thinking and creativity by pushing down the organization chart and distributing power to the line level officers. This philosophy enables our managers to formulate and assess new methods and approaches to not only how we police, but also how we handle routine tasks, with the goal of truly expanding the future of policing in the City of Torrance. In short, our belief and approach is simply "things can always be done better throughout the entire organization."

Our Focus Based Policing philosophy provides the following fundamental benefits:

1. Mission and vision clarification
2. Enhanced service to the community
3. Results orientation with a focus on outcomes rather than outputs
4. Resource flexibility
5. Focus on problem solving and relentless follow-up
6. Information exchange driven decision making
7. Employee growth and development

1.10.2 TEAM POLICING

A. GENERAL: In support of our Focus Based Policing management philosophy, the Patrol Division is deployed on a Team Policing model. The four basic components of Team Policing are:

1. A deployment model that meets organizational needs for accountability and consistency.
2. A beat system that creates consistent and equitable areas for patrol officers to work.
3. A scheduling system that balances the needs of the employees and workload demands.
4. An effective patrol structure to meet increased demands and expectations while supporting our historical patrol practices.

The Department structures its Patrol operations around fixed Police Teams assigned to a specific region of the City during a team-specific day and hourly schedule. Patrol personnel are committed to their team, area and schedule for an entire deployment cycle. Police Teams report to an Area Commander who is responsible for monitoring all activities occurring within the area of the City that Team patrols. Area Commanders act as Patrol's central liaison to the community, actively participating in or organizing community meetings and events within the Area Commander's designated area of the City.

Our Team Policing model allows us to deploy officers in a more efficient and effective manner while addressing the ongoing need to respond to calls for service, creating additional opportunities for proactive work where and when it is needed, and providing sufficient time and support for officers to complete and implement operation plans; all of which enhances our Focus Based Policing efforts.

1.10.3 SERVICE TO THE COMMUNITY

A. GENERAL: The most important factor in gaining the goodwill and confidence of the people is an attitude of courtesy and objectivity toward them. It is important that the Department, through its personnel, demonstrate the ability and capacity to provide the type of police service that the people have a right to expect.

Each member of the Department should be prepared to meet the responsibility of police service through continuous education and training. Self-confidence comes from experience gained through the diligent performance of duty. Courtesy, patience and tact are characteristics expected of each employee.

To most people, the individual employee is representative of the entire Department, and to residents and visitors, is the public representative of the City. Demeanor in dealing with the public creates favorable or unfavorable impressions of the employee, the Department, and the City.

Employees must realize that their activities are matters of particular interest, not only to those with whom there are direct dealings, but also the general public, because official duties are closely related to every phase of community life. Employees must maintain habits of acceptable conduct that will merit public approval.

The use of offensive language by department employees is objectionable and as demoralizing to human dignity as physical abuse. Everyone is entitled to respect and dignity in the treatment they receive.

B. POLICY: The rules and regulations of the Department regarding police service in general, and public contact specifically, shall be as follows:

1. Tact, patience, and courtesy shall be strictly observed in all cases of public contact.
2. A police department employee shall maintain a professional attitude and demeanor that will not in any manner communicate any personal prejudices.
3. Managers and supervisors shall, by example, demonstrate, and instruct subordinates in proper demeanor and desirable attitudes in dealing with the public.
4. Members of the Department shall avoid behavior which would tend to bring about criticism of the Department. Conduct, whether on or off duty, shall be such as to merit the respect and confidence of the public.
5. Officers shall diligently perform their duties with impartiality, uphold the constitution, and be mindful that they are the protectors of the people's lives and property.
6. Officers shall be aware of the problems that exist in various areas and take appropriate, affirmative action to correct them without indifference or neglect.

JOHN J. NEU
CHIEF OF POLICE

TORRANCE POLICE DEPARTMENT

GENERAL ORDER 2.01 EMPLOYEE RULES AND REGULATIONS

JOHN J. NEU
CHIEF OF POLICE

DATE ISSUED: April 6, 2009

PURPOSE

Department personnel are expected to conduct themselves in a manner that reflects the Mission, Vision, and Core Values of our Department. This General Order establishes rules and regulations governing employee conduct.

2.01.1 EMPLOYEE RULES AND REGULATIONS

A. EMPLOYEE RESPONSIBILITY. It is the duty of all employees to familiarize themselves with and abide by Department rules and regulations. Employees who fail to comply are subject to disciplinary action up to and including termination. Department employees shall:

1. Obey all local, state, and federal laws.
2. Render service to the community with pride, integrity, compassion, and excellence.
3. Enforce the law equitably and without regard to race, color, religion, sex, marital status, sexual orientation, national origin, age, disability, or veteran status. Laws and regulations issued by the United States and the State of California require equal treatment of all persons.
4. Conduct themselves in a manner that does not create a conflict of interest with or is detrimental to the Department.
5. Perform their duties in a manner that will not reasonably result in the impairment or disruption of public service or Department business. This includes the knowing and willful failure to perform a required duty or task.
6. Maintain in good working order the equipment and supplies issued to them, taking all reasonable care to prevent loss or damage.

B. FALSE REPORT PROHIBITED. No employee shall make false official reports, or knowingly enter, or cause to be entered, in any Department book, record, report, or log, any inaccurate, false, or improper information, evidence or material.

2.01.2 WORKPLACE CONDUCT

A. DEPARTMENT IDENTIFICATION CARD. The primary, official means of identifying Department members is the Torrance Police Department identification card. The issuance of an identification card is only authorized by the Chief of Police, or a designee, and is intended to be used only for official authorized purposes. Department members shall relinquish their identification card upon the direction of the Chief of Police or designee.

1. WEARING IDENTIFICATION. All personnel not in uniform are required to wear identification while inside the Police facility. Police Officers and Services Officers shall wear badges or Department identification cards. All other employees and volunteers shall wear Department identification cards. Identification shall be conspicuously worn on the employee's person, using a clip or lanyard.
2. POSSESSION OR USE. All personnel are required to have their identification card in their possession when they are on duty and displayed when there is a need to identify themselves as a Department member. The Identification Card is to be worn, displayed and/or offered only for Department business.

B. EFFICIENCY. Employees shall direct and coordinate their efforts in such a manner as will tend to establish and maintain the highest standard of efficiency.

C. PUNCTUALITY. Employees shall be punctual in reporting for duty, and shall work their complete tour of duty, unless relieved by a supervisor.

D. SMOKE-FREE ENVIRONMENT. Smoking is prohibited in the Police station. Outside the Police station, smoking is prohibited within 25 feet of the building. Smoking in City Vehicles is prohibited. Any disputes or grievances on the no-smoking policy shall go first to the Administrative Bureau Commander for resolution. In any dispute arising under this no-smoking policy, the rights of the non-smoker shall be given precedence.

E. ALCOHOL CONSUMPTION. Alcoholic beverages shall not be consumed by on-duty personnel. Exceptions can be authorized only by the Chief of Police or his designee.

F. EMPLOYEE PARKING. Employees shall park their personal vehicles only in designated spaces. Personal vehicles shall not be parked in spaces reserved for City vehicles. Long-term storage of personal vehicles on City property is prohibited.

G. KEYS. Upon transfer or reassignment, employees shall submit their programmable keys to the Services Division for reprogramming. All regular keys for offices or work areas shall be relinquished to the Commander of the concerned Division upon reassignment. Missing or damaged keys shall be reported to the Services Division on a TPD 41. Upon separation of employment, employees shall return all keys to the Personnel Division.

2.01.3 RESPECT FOR COMMAND

A. ADDRESSING RANKING OFFICER. When in the presence of the public, employees of the Department shall address supervisors by their proper titles.

B. OBEDIENCE TO ORDERS. Employees shall obey the lawful orders of any Department supervisor.

C. INSUBORDINATION. Insubordination is the refusal to follow a lawful work order, or a challenge to authority. Additionally, insubordination includes the use by any employee of coarse, profane, or insolent language or behavior toward any supervisor, or willfully lying to any supervisor in any matter having to do with the course and scope of employment.

2.01.4 DEPARTMENT SENIORITY

A. SWORN. Seniority of officers is determined by Classified Service rating and further by the length of continuous service in the Classified Service Rate, according to Departmental service. If date of appointment is the same for two or more officers, the one occupying the higher position on the Classified Service eligible list is considered the senior officer.

B. CIVILIAN. Seniority of civilian employees is according to the Classified Service rating whereby one position is classified as being higher in grade than another, and the length of continuous service in that class.

2.01.5 TAKING CHARGE OF A SCENE

A. OFFICER IN CHARGE. The officer assigned to an incident shall take charge. In routine performance of duties, or at the scene of a police incident, officers shall recognize and respect the position of the officer-in-charge by effectively and efficiently carrying out lawful orders issued by that authority.

B. SENIOR OFFICER ASSUMING COMMAND. A senior officer may take command of a situation by informing the officer in charge and others involved in the incident of his intent. Such assumption of command shall be undertaken whenever the situation appears to the senior officer to be beyond the control of the officer in charge, or when both officers are involved in the same duty.

C. JUNIOR OFFICER ASSUMING COMMAND. An officer of equal or junior rank may take command by informing the officer then in charge of his intent. Such assumption of command shall be undertaken only when the officer in command is unable to perform his duties because of physical or mental inability. An officer, regardless of rank, shall assume command of a situation when so instructed by an officer of superior rank. An officer in command of an operation shall maintain that responsibility until relieved by competent authority.

2.01.6 CIVILIAN PERSONNEL

A. PERFORMING POLICE DUTIES. A civilian employee shall not be assigned to duties of police nature, except for Services Officers assigned to specific duties. This section does not restrict any employee from assisting, defending, or protecting other employees who are in need of emergency assistance in the performance of their duties. If an emergency exists and a female officer is not immediately available, a female civilian employee may:

1. Temporarily act as an observer during the care or detention of a female.
2. Act as a witness during the photographing of a female crime victim.

2.01.7 EMPLOYEE ORGANIZATION

A. EMPLOYER-EMPLOYEE RELATIONS. Employees have the right to form, join, and participate in activities of employee organizations for the purpose of representation on all matters of employer-employee relations. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against because of his exercise of these rights.

B. MOU PROVISIONS. Wages, hours, and working conditions are governed by the existing Memorandum of Understanding provisions for each of the various employee organizations.

2.01.8 SWORN MEAL AND BREAK PERIODS

A. Uniformed officers may take a thirty-minute meal, exclusive of transportation, during the course of the employee's normal working hours.

1. Meals shall be taken only after receiving clearance to do so from Communications.
2. Meals and breaks shall be taken in such a manner that the officer can respond in a timely manner.
3. Meals and breaks shall be taken within their assigned beat. Any exceptions will be with the express approval of a field supervisor, on a day-to-day basis.
4. No more than two marked units or four uniformed officers, excluding supervisors, may be out at any one location. Motors paired after dark will be considered to be one unit.

2.01.9 WEIGHT ROOM

A. EMPLOYEES ONLY. The physical training room is for the use of current Department employees only.

B. USE AT OWN RISK. Employees using the physical training room do so at their own risk. Personnel using these facilities must recognize that an injury incurred on- or off-duty is not automatically considered a work-related injury.

C. RULES FOR USE. Unsafe conditions or acts that may cause damage or injury will not be tolerated. Employees shall use the physical training room in a safe manner.

2.01.10 PROPERTY DAMAGE

A. DEPARTMENT PROPERTY. An employee shall report promptly, through channels, to his Division Commander or other responsible person, the loss or unserviceable condition of, or damage to, any Department property issued or assigned to him.

B. OTHER PROPERTY. Whenever possible, employees should request supervisory approval prior to taking actions that may result in property damage. If there is an incident where property damage occurs, the employee shall notify a supervisor of the incident and any actions taken, and write a TPD 41 documenting how the property was damaged, the extent of the damage, any notifications made, and efforts to secure the property.

C. SUPERVISORY RESPONSIBILITY. When notified of property damage, supervisors shall make a notation in their log of the damage, any approvals given, and any action taken, including completion of the Notification Card. The Supervisor shall make note of the employee's TPD 41 and forward it to the Personnel Division Commander. Photographs should be taken whenever practical.

2.01.11 MISUSE OF PUBLIC RESOURCES

A. Department employees may not use or permit others to use public resources for personal purposes or campaign activity. "Public resources" means any property or asset owned by the City of Torrance, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and on-duty time.

2.01.12 MEMBERSHIPS AND SUBSCRIPTIONS

A. The Department will fund memberships and subscriptions in those professional organizations that contribute to the exchange of related information in the furtherance of the mission and goals of the Department. Involvement in organizations such as L.A. County Peace Officers Association, California Peace Officers Association, International Association of Chiefs of Police, California Narcotics Officers Association, California Juvenile Officers Association, California State Division of International Association for Identification, Fraternal Order of Police, and California Sexual Assault Investigators Association, are strongly supported and encouraged, regardless of whether their cost is covered by the Department.

B. Whenever possible, subscriptions should be listed by rank/position rather than by named individuals. Memberships in professional associations shall be limited to necessary personnel actually assigned to related specialized duties.

C. Memberships in and attendance at annual training conferences of International Association of Chiefs of Police are limited to captains and above; and Federal Bureau of Investigation National Academy Associates is limited to those who have completed the FBI National Academy program.

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CHIEF OF POLICE